



## 10 TIPS FOR STUDYING EFFECTIVELY

- 1. Manage Time.** Like many learners, you are likely [juggling multiple priorities](#) and may be trying to complete your learning activities “off the side of your desk.” Be sure to allocate a reasonable number of hours each week for all of your “school-related” tasks (e.g., reading, group work, assignments), not just your time for scheduled classes.
- 2. Get Organized.** It’s not only your paper files that need organization, but your computer as well. Create folders for various classes or topical areas for research you’ve come across. Use bookmarks/folders in your web browser to mark helpful websites. [Browsys](#) enables you to create, search, and share virtual folders.
- 3. Improve Your Focus.** Start by knowing what *you* need to ensure you can focus (e.g., some like a quiet, organized space, others prefer a noisy coffee shop). Explore techniques like [mindfulness](#) or listen to [Baroque](#) music to maximize your studying effectiveness.
- 4. Use the Library.** The library is still a great source of information, even for e-learners; many provide tutorials or one-on-one support.
- 5. Avoid Procrastination.** Putting off important tasks until tomorrow or the next day can be dangerous. Ensuring you meet deadlines, even in an e-learning setting, is extremely important; not only will it help to maximize your grades, it will also reduce your stress level and sense of feeling overwhelmed by overdue projects.
- 6. Actively Participate.** Returning to “school,” whether online, in self-directed courses, or in a traditional “bricks and mortar” setting, can be lonely and isolating for busy adult learners. However, most students agree that the richest learning comes from discussions with other students and/or the instructor. Try to make time for offline discussions, too - whether in a coffee shop or a virtual meeting place like “[Google Hangouts](#).”
- 7. Find a “Study Buddy.”** Working with a partner or a small group of co-learners can create synergies that simply don’t happen when you’re studying alone. Choose co-learners you trust and ask for honest feedback. Exchange written assignments at the proofreading/editing stage for a “second set of eyes.”
- 8. Use a Writing Style Guide.** Your educational institution may require you to use a style such as [APA](#), [MLA](#), or [Chicago](#). If not, create your own style guide to keep your ensure your punctuation, heading style, font, and line spacing consistent. Proofread all work with this style guide in mind.
- 9. Understand Plagiarism.** The general rule of thumb is that if it’s not your original words or idea, you must cite the source appropriately. Take this plagiarism [self-test](#). According to the [Little Brown Handbook](#), don’t stack the deck, exaggerate, oversimplify, or misquote.
- 10. Access Support.** To get started, check out some of these great links - [Study Skills Handouts](#) (Kwantlen Polytechnic University), [Study Skills for Distance Learners](#) (Mount Saint Vincent University), [Distance Education Study Tips](#) (Charles Sturt University), and [Study Skills for the Online Adult Learner](#) (Military.com Education).



Thanks to Paul Graham, Yorville University Librarian; many of these tips were adapted from his newsletter.

## Coming Fall 2013

Click on the course names below for more information. Make sure you read our [course catalogue](#); it’s recently updated and full of important information for students on program changes.

### Starting soon . . .

- [Group Facilitation Strategies for Career Programs - Sept. 11](#)
- [Job Developer - Sept. 11](#)
- [Dyslexia Awareness and Accommodation \(Last Class\) - Sept. 18](#)
- [Work Search Essentials 1: Resumes, Cover Letters, and Career Portfolios - Sept. 18](#)
- [Career Coaching Skills - Sept. 25](#)
- [Foundations for Practice in Educational and Vocational Psychology \(Last Class\) - Sept. 25](#)

### CMPP Courses:

- [Career Development Foundations, Emerging Theories, and Models](#)
- [Work Search Essentials 2: Interview and Negotiation Strategies](#)
- [Researching Workplace Trends, Career Information, and Employment Possibilities](#)
- [Helping Skills to Facilitate Career Development](#)
- [Ethics for Career Practitioners](#)

### Certificate Courses:

- [Job Club Coach](#)
- [CPE 510: Fundamentals of Psychometric Assessments](#)
- [MajorsPTI](#)
- [Case Manager](#)
- [Personality Dimensions \(Level 1 & Bridging\)](#)

[Click here](#) for our full course schedule - Winter/Spring 2014 dates now available

Keep in mind that we can arrange special sections of any course for intact groups, as well as facilitate workshops on a wide variety of topics. [Contact us](#) to discuss your options.

# DID YOU KNOW?



## Assessment Webinar Recordings Will Be Available Soon.

With the last session of our webinar series, [So You Want to Be A Career Assessment Specialist?](#), scheduled for September 4th (12:00noon - 1:00pm PT), interested individuals can soon purchase access to the webinar recordings. Check out our online store.

## SuperSaver Registration Deadline for CANNEXUS Approaching.

September 4th is the deadline for discounted CANNEXUS registration. Be sure to attend to hear from some amazing speakers, including our very own Roberta Neault and Deirdre Pickerell. [Click here](#) to register.

## NBCDAG-CERIC Webinar will Feature Roberta.

On October 24th (12:00noon - 1:00pm AT), Roberta Neault will facilitate a webinar on Effective Needs Assessment: A Starting Point for the Assessment Process. [Click here](#) to learn more or to register.

# NEW RESOURCES

## Thoughts on Theories VISTAS Article.

Read case conceptualizations from career thought leaders Neault, Pickerell, Amundson, Arthur, Bright, Pryor, and Krumboltz in an upcoming VISTAS article they co-authored. Watch the [ACA website](#).

## How to Escape Lifetime Security and Pursue Your Impossible Dream: A Guide to Transforming Your Career.

Check out this interesting read on career transition from [CLSR](#). On sale now for only \$13.00.

**PD In a Virtual World Workshop Guide.** A reminder that this is a great addition to your toolkit as a Personality Dimensions facilitator. Available at [CLSR](#).



# LEARNONLINE UPDATES

In order to better meet the professional development needs of our current students and working professionals, we have restructured our LearnOnline programs and courses. Our newly-revised [catalogue](#) describes policies and procedures relevant to our programs. There are two overarching training options: Basic and Specialized.

**Basic** training is through the Career Management Professional Program (CMPP), with three certificate options for those interested in introductory training for career development practitioners - i.e., Basic Career Development Practitioner (CDP; 10 courses), Global Career Development Facilitator (GCDF-CA; 11 courses), and Educational and Vocational Guidance Practitioner (EVGP; 7 courses).

**Specialized** training covers a broad range of professionals, comprising a wide variety of certificates and webinars. Our certificate programs include Case Manager, Job Club Coach, Job Developer, and a variety of assessment training options (e.g., MajorsPTI, MajorsPTE, Personality Dimensions, and Level "B" assessment qualification).

All courses are available on our Moodle course site with live webinars run via GoToMeeting. If you'd like a tour of the online learning site, contact our [Student Advisor](#).



# CONGRATULATIONS

The following students have recently completed their **CMPP** certificates:

- Michele Matheson (Educational and Vocational Guidance Practitioner)
- Tamara Papo (Employment Facilitation Work Search Specialist)



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