

Strategies: Time Management, Note-taking, Studying



Time Management Strategies

Calendars: Daily, weekly, monthly

Month Calendar

Mon	Tues	Wed	Thur	Fri	Sat	Sun
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

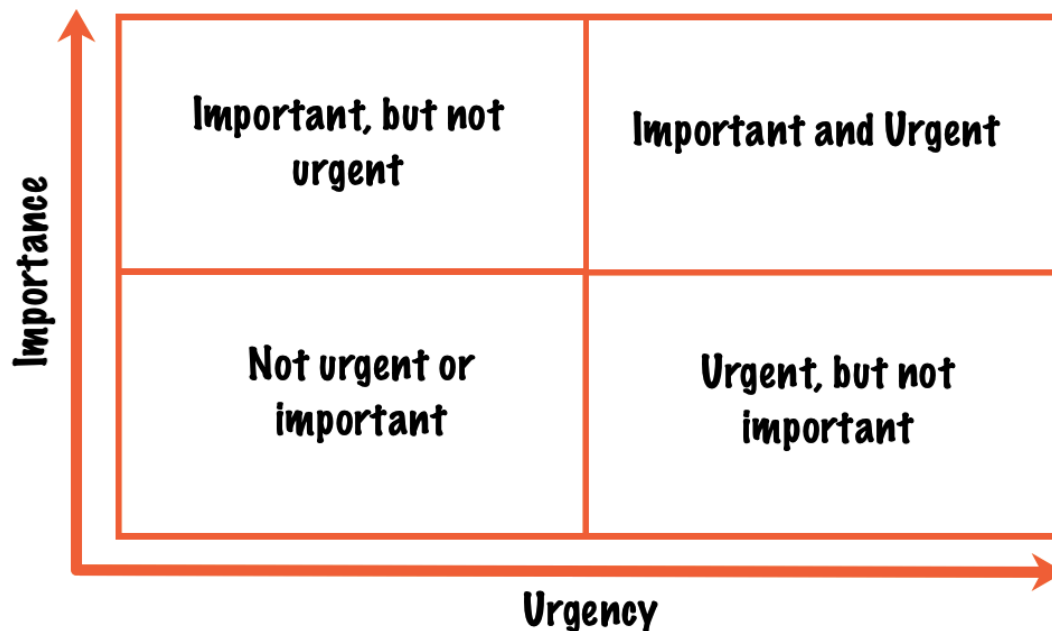
Weekly Grid

Mon	Tues	Wed	Thur	Fri	Sat	Sun

Day/Hour Schedule

	Mon
5am	
6am	
7am	
8am	
9am	
10am	
11am	
12pm	
1pm	
2pm	
3pm	

Prioritization Matrix



Pomodoro Technique

THE **POMODORO** TECHNIQUE



DECIDE
ON THE
TASK TO
BE DONE



**SET THE
TIMER TO
25 MINUTES**



**WORK ON
THE TASK
UNTIL THE
TIMER RINGS**



**TAKE A
SHORT
5 MINUTE
BREAK**



**TAKE A
15-30
MINUTE
BREAK**

Time Tracking

Task	Estimate	Actual Time	Adjustment
1.			
2.			
3.			
4.			

Note-Taking Strategies

THE CORNELL NOTE TAKING METHOD

BEST FOR

Understanding key ideas
and relationships

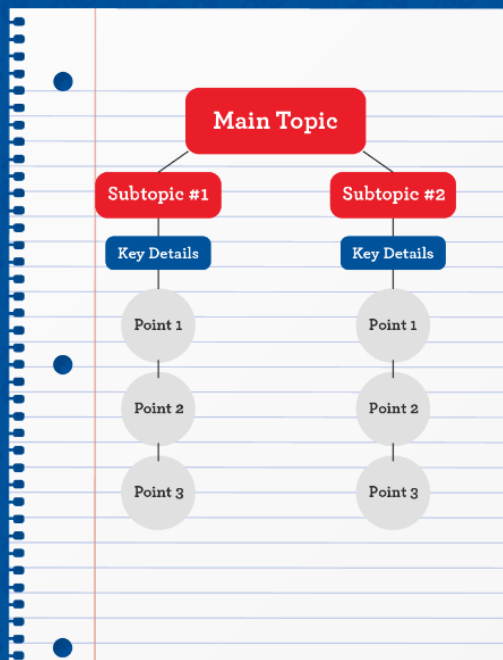


SUMMARY
2 INCHES

CUES 2.5 INCHES

NOTES 6 INCHES

CUES	NOTES
<p>● Cues</p> <p>2 After Class <i>Main ideas, prompts & questions.</i></p>	<p>● Notes</p> <p>1 During Class <i>Main points and details from class</i></p>
<p>Summary</p> <p>3 After Class <i>Summary of the lesson, highlighting</i></p>	



THE MAPPING NOTE TAKING METHOD

BEST FOR

Visualizing connected
topics and ideas



BEST FOR

OXFORD Since 1984
LEARNING

		Today's Date
●	Main Topic <ul style="list-style-type: none">• Subtopic #1<ul style="list-style-type: none">Key Point #1Key Point #2• Subtopic #2<ul style="list-style-type: none">Key Point #1Key Point #2	
●	Main Topic #2 <ul style="list-style-type: none">• Subtopic #1<ul style="list-style-type: none">Key Point #1Key Point #2• Subtopic #2<ul style="list-style-type: none">Key Point #1Key Point #2	
●		

[illegible]

BEST FOR

OXFORD Since 1984
LEARNING

BEST FOR

OXFORD Since 1984
LEARNING

[illegible]


Study Strategies

Active and Passive Study Strategies


Passive Studying	Active Studying
Reviewing notes	Summarize notes and paraphrase main ideas
Reading the textbook	Scan the textbook and write your own test questions; read to answer those questions
Practice solving problems while looking at notes	Replicate the testing environment by solving problems without materials
Re-watching teacher PowerPoint presentation	Make a study guide with PowerPoint info and put “answers” on one side of the page so you can fold the page in half and quiz yourself

Adjusting the Study Environment


What your study environment SHOULD have:




Good lighting



Good seating





Clear objectives




Supplies

What your study environment SHOULD NOT have:






Noise (including music!)



People distractions



Technology distractions

Self-testing with Active Study Strategies

Resource:	How you can use it to test yourself:
Study guides	Keep a blank copy of the study guide; after you fill out the original, use the second copy as a self-test.
Past exams	Use past exams for practice. Ask your instructors if they have exams from previous terms they can share.
Companion websites	Check out your textbook's companion website; many offer quizzes on each chapter and electronic flashcards for the vocabulary.
End-of-chapter questions	Answer the textbook's end-of-chapter questions without looking back at the text.
Learning objectives	Use the "learning objectives" that are often listed at the start of the chapter by changing the objectives in to questions. See if you can answer them without looking at your notes.
Homework problems	Re-do homework problems, or find similar problems that were not assigned.
Vocabulary	Make a list of the key terms from your notes or the chapters you've read, and test yourself by defining and giving an example for each term.
Study groups	In a study group? Ask a classmate to quiz you.
Class notes	Identify three main points from each day's notes. Turn those main points into questions to create your own study guide and practice test.