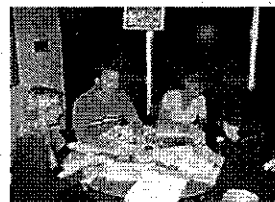


Study Smarter not Harder

Workshop 1

After successful completion of this workshop you will be able to:

- Recognise the importance of goal setting through development of at least three goals relevant to your academic success.
- Identify at least three time-management techniques that you can implement to support your academic success.
- Apply strategies for recalling information through completion of a memory task.



www.jcu.edu.au/learningskills

Study smarter, not harder



- **Organisational skills**
- **Your brain - how it works**
- **Preparation for study**
- **Memory**
- **The learning process**

Introduction and aims

This workshop is all about helping you to unlock the genius inside you. You already have the engine you need, your brain. All you need to do is to get the most out of it - energise your brain!

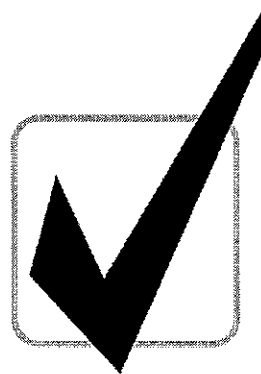
We spend some time looking at ways of improving your memory and pooling all of our ideas. We all tackle study in different ways and it is always helpful to share both our successful strategies as well as our common problems.

Many of the ideas from this workshop have come from the books in the Learning Centre Resource Library. Other information has come from sources listed as "Other Links" on the Study Skills website.

There is a version of this workshop on our website under the heading of "Learning" at www.jcu.edu.au/studyskills/online

Organisational Skills

- **Goal setting**
- **Time management**
 - **Activity log**
 - **Semester timetable**
 - **Weekly timetable**
 - **Daily diary**



1. Organisational Skills “Getting it Together”

Now the big tick there means that many of you will have already spent some time on organisational skills by attending the sessions during Orientation Week.

If you missed these sessions you should contact the Learning Centre to obtain the notes and, in particular, copies of the Organisational Tools listed above. We have found these tools to be very useful and encourage you to use them. The “Getting it Together” workshop is available on the Web as are all the workshops relating to organisational skills. These workshops can be located at:
www.jcu.edu.au/studyskills/online

If you happen to miss any of these sessions throughout the semester, you will always be able to get the materials from the Learning Centre. Don't forget to make use of your email for contacting Learning Advisers or any of your Lecturers.

Energise your brain



- **Lower brain**
 - Basic functions, territory, survival
- **Middle brain**
 - Long term memory
- **Higher brain**
 - Reason, goals, abstract thought

2. Energise your brain

Your brain's biology has caused it to cross the threshold from powerful computer into a realm of complexity and creativity that computer scientists can only dream of. And we are only using about 10% of our potential capacity for higher thought.

Those instincts which are most closely connected with our safety and survival have their home in the most primitive part of the brain - the lower or reptilian brain. When this part of our brain is dominating our behaviour, we have little access to our higher brain functions. This means that the best state of mind for studying is one with as little stress as possible.

The middle brain evolved after the lower brain and it is physically added on top. It's sometimes called the mammalian brain because it functions much the same as the brain in most other mammals and controls emotions, immune, hormonal systems and sexuality. It is also the site of long term memory. This indicates that memories of emotionally rich events are generally long term and powerful memories.

The higher (cortical) brain is located in the outermost layer and controls our ability to reason, set goals, develop language, conceive abstractly. It makes sense of all the input we receive.

To energise your brain and get the most out of it, the special cells and structures that connect them must allow efficient communication. This happens best in a state called RELAXED ALERTNESS.

Energise your brain

- **Intelligence - a function of:**
 - 1. **Number of functional neurons**
 - 2. **Number of connections in the brain**
- **Intelligence can be increased by:**
 - **Learning new things**
 - **Challenging your mental capacity**

2. Energise your brain cont'd

Intelligence is just a matter of how well the communication system in your brain is working. This is the exciting thing because these connections between the neurons can actually be increased.

When you learn new things, challenge your mental capacity and go beyond your comfort zone....that's when you energise your brain and actually increase your intelligence ...and unlock that genius.

Most people are aware of the left-side(logical, linear thinking, verbal etc) and right-side(creativity, intuition, artistic) functions of the brain so we won't go into this. Obviously the same applies regarding the connections within the brain.

From a learning perspective, it is important to encourage more of your recessive side of the brain into play.

Think of the potential power of a creative engineer or a mathematical artist!

Energise your brain

- **Intelligence**

- Linguistic
- Mathematical/logical
- Musical
- Visual/spatial
- Physical
- Interpersonal
- Intrapersonal



2. Energise your brain cont'd

This wide variety of intelligences is present in all of us.

With regards to study, the trick is to try and incorporate as many of these intelligences into your study as possible. Research has shown that if you use more than one or two of these intelligences in your studying, you will learn more, learn faster and be more likely to recall the information.

A later workshop on learning styles will help you to identify your dominant intelligences or learning styles.

Preparation

- **Physical preparation**

Light, sound, comfort, dedicated location

- **Emotional preparation**

Planning, goals, time management

Stress control

Self esteem

3. Preparation

Let's now do some brain storming and some MIND MAPPING to investigate this essential part of studying effectively. Mind mapping will be familiar to some of you and will be the subject of a later workshop. Mind mapping is a way of sketching/drawing your ideas so that it helps you visualise those ideas, make connections between ideas and encourage new ideas.

The key thing here is to imagine how successful your study sessions will be if you indeed have all these things in place BEFORE you sit down to study.

Memory

**seven, review, cat, chair, blade, bus,
screen, moon, pencil, blind, key,
door, hair, shoe, top, jar, boat, cup,
cloud, mud**

4. Memory

This is a memory exercise. Say all of these words once and try and remember as many as you can. Then cover up the words and try to write down as many as you can remember.

Memory

rose, car, pen, desk, light bulb,
aeroplane, bed, truck, crayon,
firefly, daffodil, star, table, chalk,
train, iris, matches, pencil, tulip,
chair

4. Memory

Here's another list of 20 words. This time we will try a couple of memory strategies. Try and group the words into:

Things that emit light

Furniture

Flowers

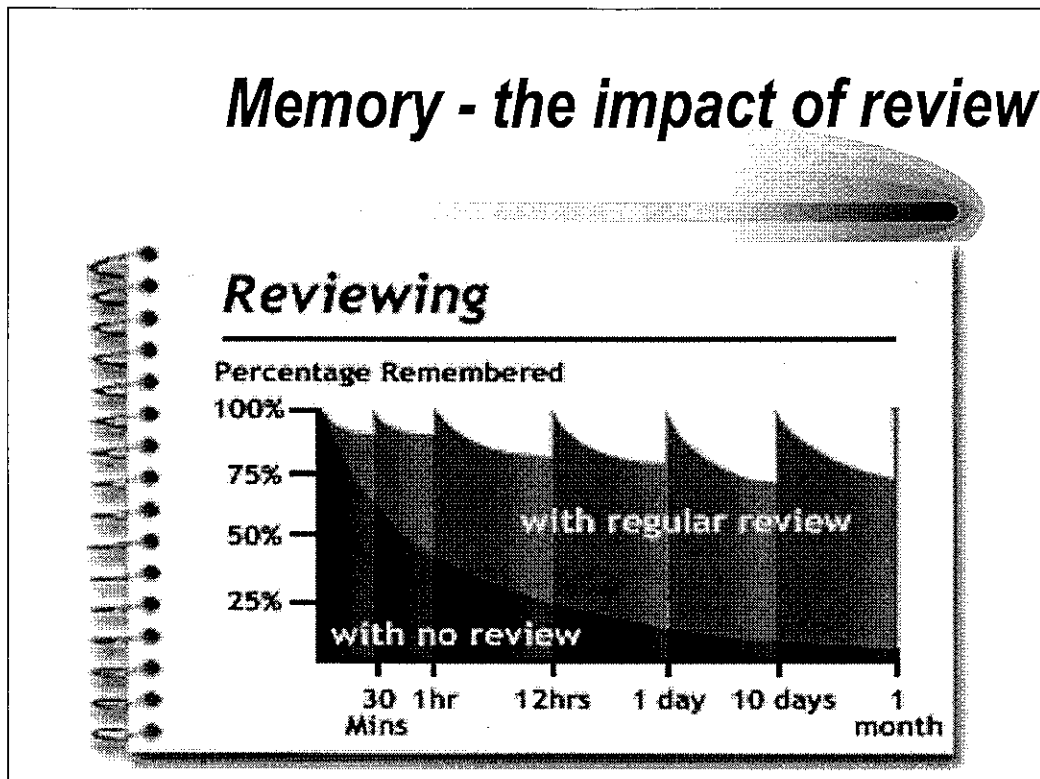
Writing implements

Vehicles

Now again try and remember the words before reading any further.

If you remembered more words this time, try and make a list of the things you did differently to the first memory test. Some of the things in your list might be repetition, review, categorising, chunking, action. Imaging how well you would have done if you'd formed a study group to discuss this activity!

Memory - the impact of review



4. Memory

The trick is to get those words into our long term memory and one of the most effective ways of doing this is to REVIEW at regular intervals.

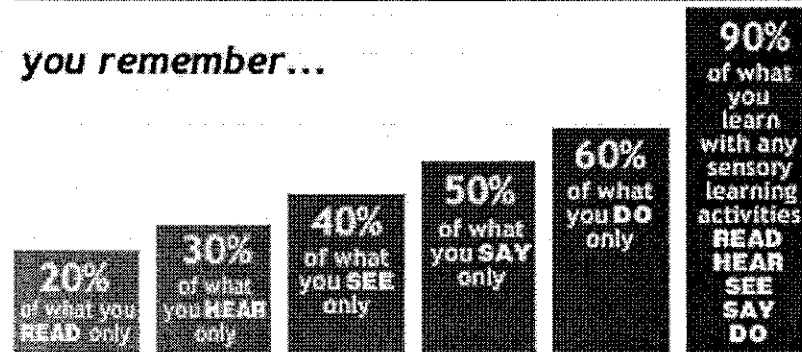
This applies to new concepts, theories, lecture notes, mathematical processes and even the names of people you have just met!

"If you don't use it you lose it"

Memory - use all your senses

Active Learning

you remember...



4. Memory

You may have seen this sort of information before and essentially it is demonstrating something we already know.

When learning and remembering, it is important to try and use all of your senses.

Think of the remembering process of getting information into your long term memory like letting fresh air into your house. Don't rely on a few cracks under the door, open all the doors and windows and let it all in!

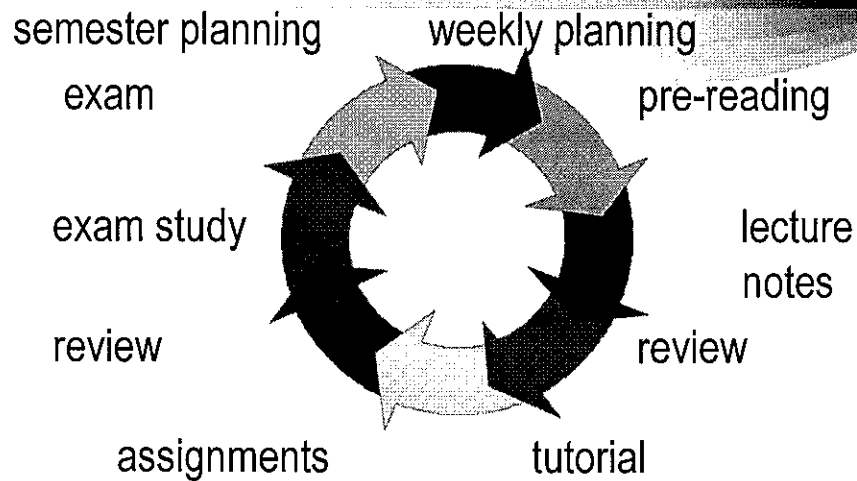
Memory improvement

- Relax
- Learn actively
- Use all 7 intelligences
- Chunk material
- Create associations
- Practice output
- Review early and regularly
- Develop memory aids

4. Memory

These are the strategies we have talked about (including a few extras) which will help improve your memory. Try them.

The learning continuum



5. The learning process

The learning process at university is more than a simple process like:

Go to the lecture

Take notes

Study for the exam

This diagram shows that the learning process is in fact a continuous one with essential planning, preparation, pre-reading

.....and above all constant review.

There's a whole lot of other stuff as well, but we'll cover that in future workshops.

Good luck studying "smarter and not harder"!