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The Learning Centre
UNLOCK YOUR POTENTIAL

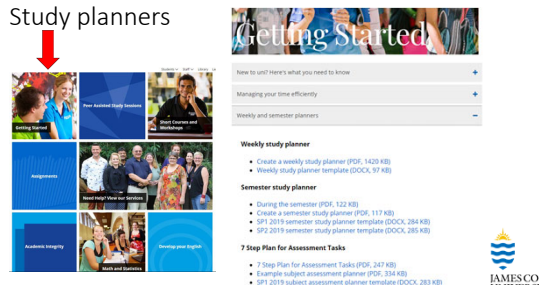


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Every Second Counts: Organise yourself through strategic and purposeful planning

Study planners



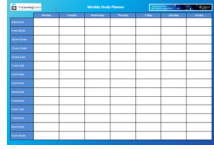
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Organise yourself for success

Strategic and purposeful planning
leads to success!!!


Weekly planner



Semester planner

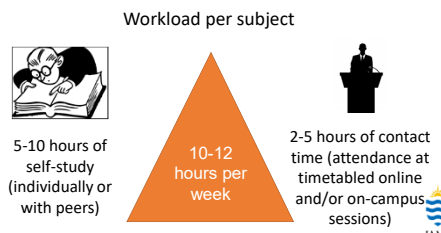


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Tips for a weekly plan

Workload per subject



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Tips for a weekly plan

- Review the subject outlines for each subject

Weekly tasks	BU1105	SP1002
Lectures	3 hrs	2 hrs
Tutorials		1 hr
Practical - lab	-	2 hrs
Assignment preparation	4 hrs	3 hrs
Reading	2 hrs	1.5 hrs
Tutorial preparation	1.5 hrs	30 mins
Integrate notes	1 hr	1 hr
Synthesise/revise	30 mins	1 hr

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Weekly planner example

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8am-9am	Workshop	Workshop	Workshop	Workshop	Workshop	Workshop	Workshop
9am-10am	Workshop	Workshop	Workshop	Workshop	Workshop	Workshop	Workshop
10am-11am	Workshop	Workshop	Workshop	Workshop	Workshop	Workshop	Workshop
11am-12pm	Workshop	Workshop	Workshop	Workshop	Workshop	Workshop	Workshop
12pm-1pm	Workshop	Workshop	Workshop	Workshop	Workshop	Workshop	Workshop
1pm-2pm	Workshop	Workshop	Workshop	Workshop	Workshop	Workshop	Workshop
2pm-3pm	Workshop	Workshop	Workshop	Workshop	Workshop	Workshop	Workshop
3pm-4pm	Workshop	Workshop	Workshop	Workshop	Workshop	Workshop	Workshop
4pm-5pm	Workshop	Workshop	Workshop	Workshop	Workshop	Workshop	Workshop
5pm-6pm	Workshop	Workshop	Workshop	Workshop	Workshop	Workshop	Workshop
6pm-7pm	Workshop	Workshop	Workshop	Workshop	Workshop	Workshop	Workshop
7pm-8pm	Workshop	Workshop	Workshop	Workshop	Workshop	Workshop	Workshop
8pm-9pm	Workshop	Workshop	Workshop	Workshop	Workshop	Workshop	Workshop

1. Lectures, tutorials and practicals
2. Work, sport
3. Study times, summarise notes, pre-reading, draft assignments
4. Social activities



Tips for a semester plan

- Avoid feeling overwhelmed
 - Create a semester long study plan
- Look at the **subject outline** for each of your subjects
- Record due dates of each assessment
- Include assessment type, % value and word limit



Semester plan example

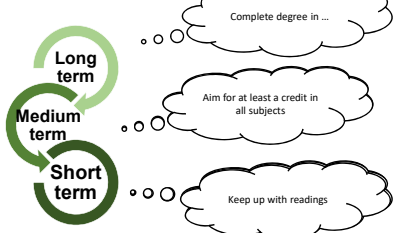
Week	Subject 1	Subject 2	Subject 3	Subject 4
Week 1
Week 2
Week 3
Week 4
Week 5
Week 6
Week 7
Week 8
Week 9
Week 10
Week 11
Week 12
Week 13
Week 14
Week 15
Week 16
Week 17
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Week 96
Week 97
Week 98
Week 99
Week 100



7 Steps to Success



Setting Goals



Assessment planning

Semester plan:

- o mark assessment due dates on your calendar



Assessment timeline:

- o 1/3 of your time to **unpacking and researching**
- o 1/3 of your time to **planning and drafting**
- o 1/3 of your time to **editing** your assessments



7 steps to assessment planning

Understand the task	<ul style="list-style-type: none"> Read the task description and the assessment criteria. What are the key terms? Word count?
Research	<ul style="list-style-type: none"> Locate peer reviewed articles. Understand key terms and locate example or evidence to substantiate your claims.
Essay plan	<ul style="list-style-type: none"> Outline the structure of your assignment. What is the focus of each body paragraph/section?
Write a first draft	<ul style="list-style-type: none"> Include evidence and examples to support your claim.
Critical reflection	<ul style="list-style-type: none"> Ask a critical friend to read through your draft using the criteria sheet.
Edit and redraft	<ul style="list-style-type: none"> Respond to the feedback. Edit and proofread draft. Attend to spelling, punctuation, grammar and referencing.
Submit	<ul style="list-style-type: none"> Due date? Save assign? Hard copy?



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Assessment planning

Example of an essay due on March 23

- Backward map from due date.
- An assessment timeline is an effective tool that will save you time and help you stay on track.
- Use a timeline for each assessment piece to help organise your semester.



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Successful Students Connect: What A-grade students do



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Successful Students Connect

- Study buddy
- Talk
- Share ideas

- Reading
- Purposely
- Critically



- Writing
- Assignments
- Take and make notes

- Subject Outline
- LearnJCU
- Discussion boards



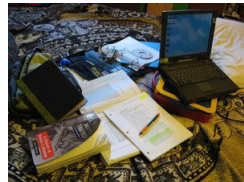
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Reading for a reason

What's your purpose for reading?

Are you...

- following up a lecture?
- preparing for a workshop?
- researching for an assignment?

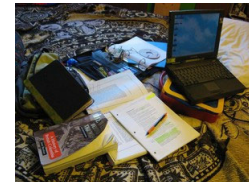


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Reading for a reason

Follow a reading technique - SQ3R

- SURVEY:** Scan / Skim
 - Use the text structure
- QUESTION**
- READ** section by section
- RECITE** answer your questions
- REVIEW**
 - Make notes
 - Check definitions
 - Learn new words



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Reading critically

To read critically, you need to develop skills in:

- **interpreting:** understanding the significance of data and clarifying its meaning
- **analysing:** breaking information down and recombining it in different ways
- **evaluating:** judging the worth, credibility or strength of accounts
- **reasoning:** creating an argument through logical steps



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Questions to ask about a text

1. What? Where? Who? When?
 - These result in **description**.
2. How? Why? What if?
 - These result in **analysis**.
3. So what? What next?
 - These result in **evaluation**.



Adapted from Brigglio, Doory, Watson, *Critical Analysis for Business* (1)

Retrieved from <http://www.teachmeanings.com/Product/Free-Download-137908>



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Note-taking for reading

JCU reading template

Title of reading	Publisher	Author and date
Reference:		
Familiarisation: main points discussed or argued	Description: what is the supporting evidence/ examples	Page number
Interpretation: What is the purpose of this text, and is the take home message (the bottom line)? Is there an underlying message? What was the author's position and how does the author position the reader? How does this relate to other readings?		



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Listening & note-taking



Write what you hear word-for-word.

Use for key words, terms and definitions.

Use similar words for the same message.

Summarise information

Think about what you hear.

Write notes in your own words.

Combine multiple sources of information



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Note-taking

Linear notes

10/07/2008

Rachael Brennan - "How I learned to stop worrying and study the media" - *Public Management*

p32 Media studies (MS) → combining politics + marketing

- Seen as "dead subject"
- But many students interested with a variety of media
- without marketing focus
- - being reimagined
- - who controls what/when? → "it's about the media, not the media"

Media Ownership

- Norm Chomsky & Edward Herman call this a "propaganda model" to understand why media disseminates certain info.
- e.g. - if you buy Sun, N&W, Times you're buying paper owned by R. Murdoch
- - "7 and 7 and print stream changing M's interests
- - So, followed, shared version of world



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Note-taking

Mind maps

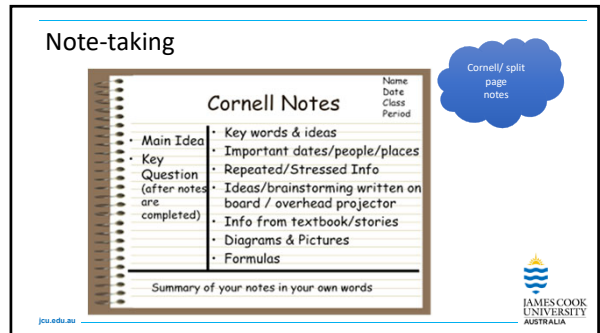
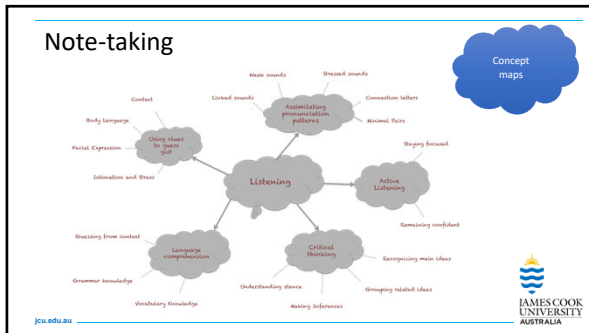


Source: Learning Fundamentals: <http://learningfundamentals.com.au/author/paul/brimshaw/>

<http://www.jcu.edu.au/learningfundamentals/>



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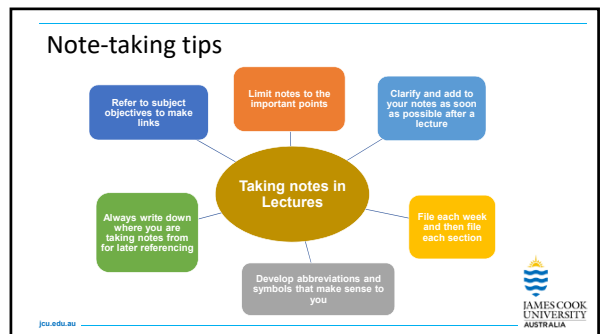
Electronic note-taking

Digital notes

Examples:

- OneNote
- Evernote
- Google Notes
- Uber note
- Simplenote
- Fetchnote
- Springnote

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Note-taking

Whichever note-taking system you use, remember that the important thing is that you **paraphrase** and **reflect**, not just repeat.

Remember to connect with other students

Try to explain your notes to your study buddy!

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