

Study Skills Workshop

by

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Workspace

1. Before you start any of your homework, get rid of all distractions! Don't study at coffee shops, cafes, outside on the lawn on campus, or in the living room with the TV on. Instead, have a designated space to do your homework, such as your desk, dorm room, dining room, library, or some other quiet place.
2. Clear off anything from your desk that doesn't immediately pertain to your studies; these are all distractions and will not aid you in completing your assignments. Study in a clean and clutter-free environment, take 5-10 minutes every day to make your bed, take out the trash, and put away your dirty dishes and laundry.
3. Either turn off your phone, silence all notifications from your phone, and even limit your screen time on social media/games/streaming services on your devices. Honestly, it's so easy to say, "I'll get on Facebook, Instagram, TikTok for 2 minutes." Those 2 minutes turn into 10 minutes, then you get on another app, and before you know it, you've wasted over an hour on your phone not getting any work done. If you're genuinely resistant to this, ask yourself, "Do I really need my phone for the next 45 minutes?"
4. I don't recommend having a TV or video games in your room.
5. Tell your roommates, friends, or family, "Hey, I need to study for the next hour; please don't interrupt me so I may focus on completing this assignment."

Making A Schedule

Do you ever put things off at the last minute? Do you ever feel you're behind on a project? Do you ever forget you had an assignment due at the last minute?

As you progress in your academic career, it will become more demanding. Learning how to schedule and manage your time well. My goal for you here is to help set you up for success and prevent that from happening again. Learning how to manage your time is one of the best ways to learn how to self-regulate.

Calendar

1. Get a calendar on either a computer, iPad, phone, daily planner, black board calendar, and gather all your syllabi.
2. Write down when all the homework assignments are due. Pencil in everything from homework, sport events, family time, study time, shopping dates, lunch, etc. This will help make sure you have set time to study and get homework done. If you do not have your time planned out on a schedule that you can see, study time will get put aside.
3. Color Code:
 - A) Blue: Reading assignments /quizzes
 - B) Red: Research Paper and Exam
 - C) Green: For Fun Activities
4. If you need to add reminders for when your assignments and papers are due
5. You need to prioritize how much time you need to: how many pages you need to read per day, how long you need to spend working on research for a paper, as well as when and how long you are going to study for an exam. I recommend studying for 10 minutes per day. ***Time yourself for 5 minutes and see how many pages you get read. This will help you know how much time you need to give that assignment.***
6. Plan out your day by the hour, for example:

6:00am - 6:30am – Go workout.
6:30am - 7:05am – Shower, breakfast, get ready for the day, pray, devotions
7:10am - 7:15am – Review your agenda for the day.
7:20am - 8:10am – Read.
8:10am - 8:15 am – Go to class.
8:30am - 9:30am – Class
10:00am -11:30pm – Class
11:30am - 12:20 pm Lunch
12:30pm - 1:30pm – Nap
1:45 pm - 2:30 pm – **Study**
2:35 pm - 3:30 pm – Research paper
3:35 pm - 4:00 pm – Study
4:15pm - 5:30pm – Class
5:45pm - 6:45pm – Dinner
7:00pm - 7:40pm – Review class notes
7:40 pm - 9:30 pm – Hangout with friends
9:30pm - 10:00pm – Bedtime routine
7. This is not ironclad; this is merely a suggestion. You don't have to follow your schedule perfectly because you won't and that's okay. We all have 24 hours every single day. The purpose of doing this is to help you learn how to use your time

well.

Self Care

Do you feel caught in a routine with work and your studies? That you're just swept into the business of life? Even to the point where you've begun to neglect taking care of yourself? Do you constantly feel stressed? This happens a lot to us than we care to admit. When we neglect our own well-being, our bodies and mental health will begin to pay the price for it. Here are seven tips to help you.

1. Do not neglect your sleep! Your body needs a total of 8 hours of sleep and a bedtime routine. One of the best things you can do for your body is to wake up the same every day. Depriving your body of sleep is truly one of the worst things you can do for your body and mental health.
2. Eat healthy. Stay away from sugar and gluten, which causes inflammation not in your joints but also in the brain.
3. Be active in your local church, a bible study, or a campus outreach ministry. Everyone needs to have community and especially fellowship with Christians who can walk alongside you and pour themselves into your life.
4. Stay connected with your friends and family. After you're done studying, go hangout with your friends for a bit, in between studying, call your parents or grandparents for a few minutes and talk to them. *If you are feeling overwhelmed, anxious, or depressed, please reach out to someone for help.*
5. Exercise, ideally 60 minutes every day where you can: go for a walk, jog, swim at the pool, lift weights, yoga, play a pick-up game of soccer, ultimate frisbee, etc. There are countless studies out there how exercise helps decrease stress/anxiety/ depression, and helps improve our posture, quality of sleep, improve your immune system, and more!
6. Before you start studying, pray and bring everything to the Lord in prayer, ask for His help. Go to the Giver of all knowledge, who knows all things for His Holy Spirit to aid you and help calm your heart and mind. You can also practice mindful meditation, literally clear your mind, control your breathing through your nose, and listen to your body with soothing music in the background. Focus on scripture and God's truths and promises.
7. Do take time to relax and do something fun on the weekend, whether that's going to the mall, hiking with your roommates, watching sports with your friends, go see a new movie that's in theaters, go try a new restaurant with your friends, or go to a pet store and play with the puppies and kittens. Do something that you enjoy!

Reading

Reading comprehension

Do some of y'all ever read something and can't remember what you just read? Do you ever make a movie in your head while you're reading, or do you find that very difficult even with books you might enjoy? Aristotle's 10 Categories of Being

Reading comprehension is the ability to "see pictures/images" of what you're reading. "What did you see happening?" Keep each of these areas in mind when reading to increase your understanding and memory:

- **What/Who:** "What is the main thing or person you see?"
- **Quantity/Number:** "How many do you see?"
- **Quality/Size, Shape, Color, Smell, Sound, Taste, Texture:** "How big?" "What color(s) do you see?" "Describe the shapes you see."
- **Relation:** "Is this your friend?" "How close or how far?"
- **Action:** "What do you see them doing? What do you hear?" (talking, singing, yelling, etc.)
- **Feelings/Reaction:** "How does he look like he feels?" (angry, sad, happy, etc.)
- **Time/When:** "When do you see this happening? Early morning, at night, a long time ago? In what year or season?"
- **Position:** "Is he standing? Leaning forward?"
- **Place/Where:** "Where do you see him walking, playing, etc.?" "What else do you see besides the boat?" (cloudy sky, waves, dolphins leaping up, etc.)
- **Clothing/Accessories:** "What is he wearing or carrying?"

"Learn to decrease in expectation yet increase in discipline." - Gunner Gunderson

Reading Pages

First, look at your syllabus and see when all the books/reading assignments are due. Second, count how many pages are in each book and each chapter. Third, make a schedule and try to read a little bit every day. Example: read 30 pages per day. This would accumulate to 210 pages per week, then 840 pages per month, and 2,520 pages per semester.

"If you take care of your books, then they will take care of you." - Dr. Brain Payne

5 Colors

1. Blue - Biblical truth, facts, agreeing with the author, key figures.
2. Orange – Opposing side, major events.
3. Yellow – Scripture Reference, dates,
4. Pink – Main question or theme, quote another writer, or the results of major events.
5. Black Pen – Write on side margins and interact with the book as though you were

having a conversation.

Benefits

You will have already marked the author's main points and arguments, which will make things such as: book reviews, reading quizzes, and research papers easier as well as save you time in the end. With doing this, you will not have to try to scan through the book and find the author's main points again. Yes, this will take you longer to read but the investment is well worth it.

Reading Tabs

Allow you to keep track of how many pages you need to read. It's helpful to see the progress, which you have made in the book.

Keep a Small Note Pad

1. After reading a chapter summarize what you have just read in a couple of sentences.
2. Also write down certain page numbers, which you think are crucial to understanding the book.

Dictionary

Always have a Dictionary app with you when reading. If one does not understand one word, it can make the difference between understanding and misunderstanding what the author is advocating for in the book. Make an image of that new word to help you remember.

Reading Speeds

1. Reading silently is typically faster than reading out loud. I recommend this if the class requires you to *only read the material for a completion grade*.
2. Reading out loud is much more effective than silently because you're using more of your cognitive function. This allows you to retain more information rather than just doing it silently. If you are having to do a book review or going to be quizzed over the material, reading out loud will be much more beneficial.

Music

1. If you are going to listen to music, make sure that it is **only instrumental with no vocals**. You can go to Spotify and listen to Exam Study Music Playlist, Piano Tributes or make your own playlist.
2. Sound Therapy is a great option and can block out distractions.

Writing Papers

Download Zotero

Zotero is a free computer software program that automatically helps you do your footnotes and bibliography for papers. This program will save you time when working on your research papers.

Go to your writing center

Make an appointment with someone there who can help you give feedback on your paper and give you better direction on your assignment. Whatever you do, don't wait to go the day of or before the paper is due.

Thesis Statement

1. This is vital when writing a paper, speech, or sermon. If you have a clear thesis, your reader or audience will be engaged or able to follow you well. If you do not have a clear thesis statement, people will become disengaged and struggle to understand what you're trying to convey. *Always have a clear thesis statement.*

2. Make your thesis statement one sentence that is concise and precise. All of your sub-points should be supporting your thesis. View it as a tripod. If you have three points you wish to make, your thesis statement should be on top of the tripod. If the thesis statement is unclear, your tripod will fall apart. The end of each sub-point should redirect your reader/audience back to your thesis statement, and they will see how your main points properly support your thesis.

Example: The thesis of this paper is... or the main point we will be looking at today is...

Outline:

Always create an outline before you write a paper, presentation, or sermon. Outlines serve as a helpful reference point as you are working on your paper. This will give you a clear direction on how to approach your assignment and how long you need to make your points.

Example: Your paper must be 9 pages long

Introduction 1/2 - 3/4 pages

First point 2 pages

Second Point 2 pages

Third Point 2 pages

Fourth Point 2 pages

Conclusion 1/2 page

3. Also, you can decide to rearrange the points so the flow of the paper will be a smoother read and not choppy.

Example of an Outline: Sermon on James 1:1-4

Thesis: The reason why Christians can be joyful in trials is because ultimately we become more like Christ through them

Intro and Historical Context

1. Joyful in Trials
2. We Grow In Steadfastness
3. Trials Conform us to the Image of Christ

Conclusion

More Expanded Outline:

Intro

- A) Illustration of Laura and Ted
- B) Thesis
- C) Historical Context
- D) Understanding the Author

1. We are to be Joyful in Trials because of the Hope We have
 - What is Joy?
 - Reasons why Christians have Joy
2. From Joy We Grow in Steadfastness
 - What is a trial?
 - What is Steadfastness?
3. The End Goal of Trials is to Conform us to the Image of Christ
 - Suffering Has Purpose
 - Christians are not exempt from Suffering
 - Not all things that happen to us are good

Conclusion:

- Summarize Everything
- Close with quote

Test

1. Before you answer any questions, swiftly read through the entire exam, and figure out which questions you do and do not know. It is beneficial to read through the test before you begin because you may find an answer to an earlier question in a later one. Start with the questions you know, and then move on to the questions you partly know. You do not want to waste unnecessary time on questions you do not know, so it is best to save those for the end.

2. For multiple choice questions, read the question first carefully while you cover the answers. Answer the question in your mind first, remove your hand, circle the answer, then move on.
3. Pace yourself! If you rush, you are more likely to make an error. Read each question thoroughly, at least twice, before answering them! Don't leave any questions blank! Try to answer every question as best you can. If there is one you are uncertain of you may get some credit for it. If a question is not clear go and ask your professor if he can clarify it for you.
4. *Always double and triple check your answers before submitting your exam!*

Class Notes

Ever feel like you're not able to take good notes in class? You're not sure what to write down? You are taking notes then the teacher goes too fast and you can't keep up and feel overwhelmed and lost during the lesson?

1. If you have a hard time taking notes, ask the professor if you can record the lecture on your computer. Then you can re-listen to the lecture and fill in what you missed in class. Also go to your student success center on campus as well!
2. If the teacher is going too fast, do not be afraid to ask him/her to repeat what they said or can you give an example of that. Chances are you're not the only student in the classroom struggling to understand what the professor is teaching.
3. Compare your notes with another student to ensure you are not missing any information.
4. If you hear the teacher say things like, "this is important, take note, you may see this on your test, this is key to understand for, this will be helpful for your paper" or anything else to that nature then write it down. Also, if your teacher has a PowerPoint presentation, take notes. They did not spend all that time making it for no reason. If they repeat something, write it down. If the teacher takes the time to write on the board then you need to write it down immediately.
5. Pre-Read!!! Reading the material beforehand will allow you to engage better in class. This will make it easier to follow along and take notes. Your notes will be neater and have more complete thoughts because you are able to keep up since you pre-read. The lecture will reinforce what the professors view as important in the book and what they really want you to know.
6. Review your notes daily for at least 10-15 minutes. Do this so that the information you're learning will be stored into your long-term memory. If you do not review new information within 24 hours, it does not go to long-term memory and it is as though we

are relearning it the next time we see it.

Note cards

1. If you're not a fan of using note cards, then use Quizlet online or download the app onto your phone. This is a great way to quiz yourself on how well you have mastered the material in your classes and gives you an idea of what you need to focus more on.
2. Note cards are great for classes which require you to know a lot of technical definitions and concepts for that subject. Try to make mental pictures to help you remember (Yo Millard Fillmore).
3. Say it out loud as you write it down onto the note card.
4. Then say it out loud again 8 -10times, before moving onto the next question. Remember to review it within 24 hours.

Closing Thoughts

1. To tie this all together, remember that learning is an active and ongoing process. Writing, thinking, and saying the material in your own words and in a meaningful order will increase comprehension. You must reproduce in your own mind the truth to be learned. –Carol Brown
2. Forming strong study habits and sticking with a schedule is key for success. When studying, take little breaks after each subject, and when tired, take a nap. It is also good to study in a clean, clutter-free environment. It will be less distracting and help you stay focused. Find a place to study where you will not be distracted. Also be sure to some physical activity daily either: going on walks, jogging, lifting weights, or playing sports.
3. Remember in your studies to ask yourself two important questions. Did you do your best work? Are you struggling well? If you can answer yes to these two questions, then be proud of your grades.
4. If you have difficulty with: following multi step directions, processing information quickly, struggling to remember what you have read. Then you might benefit from working with an Equipping Minds therapist to help improve your: working memory, processing speed, comprehension, and executive functioning.



