

# Chapter 1: Personal Management Strategies

Study Skills

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# Motivation



- Make a daily list of study tasks → tick the study tasks as you accomplish them. They become a record of the tasks you have accomplished **(Why?)**
- Reward positive action → go to a movie or treat yourself **(How do you like to reward yourself after you accomplish something?)**
- Invite classmates from your most difficult subject to join a lunchtime study group → Choose people who are serious about their study. If each person takes responsibility for preparing three questions, the lunchtime meeting can then follow a disciplined format of discussion which is mutually beneficial to all.
- Make a revision chart and post it in front of your study area.
- **\*\*\*\*Regular revision is the key to exam success.\*\*\***
- Clarify your professional goals and talk to people working in the vocational area you are aiming for
- If you feel like you are burning out from too much stress and pressure, then be certain to take more frequent study breaks. **(What do you do when you are under too much stress?)**

# Types of Motivation

## Intrinsic Motivation

Intrinsic motivation means that the individual's motivational stimuli are coming from within. The individual has the desire to perform a specific task, because its results are in accordance with his belief system or fulfills a desire and therefore importance is attached to it.

Our deep-rooted desires have the highest motivational power. Here are some examples:

Acceptance: We all need to feel that we, as well as our decisions, are accepted by our co-workers.

Curiosity: We all have the desire to be in the know.

Honor: We all need to respect the rules and to be ethical.

Independence: We all need to feel we are unique.

Order: We all need to be organized.

Power: We all have the desire to be able to have influence.

Social contact: We all need to have some social interactions.

Social Status: We all have the desire to feel important.

# Types of Motivation cont...

## Extrinsic Motivation

Extrinsic motivation means that the individual's motivational stimuli are coming from outside. In other words, our desires to perform a task are controlled by an outside source. Note that even though the stimuli are coming from outside, the result of performing the task will still be rewarding for the individual performing the task.

- Extrinsic motivation is external in nature. The most well-known and the most debated motivation is money. Here are some examples:

Employee of the month award

Benefit package

Bonuses

Organized activities

## Scenario #1

Robert is a student. He has a very good university record and was seen to engage fully with all areas of his coursework. He had excellent results in English and mathematics in particular. His work in general is of a very high quality. However, Robert's work has sadly fallen off. He is much less interested in school and tends to spend more and more time at home on his computer playing games. His performance in his coursework, while still satisfactory, is no longer of above average quality. Throughout the semester he does what is necessary – and no more. How can Robert be motivated again?

# Concentration

- Using the 15 x 4 technique → its a technique of studying in short bursts of 15 minutes each
- With short study bursts and frequent short breaks, your mind can maintain high concentration and continuing vigor

## How can this technique be applied?

- On your exercise notebook, write what you intend to accomplish in the first fifteen minutes.
- After the first 15 min, tick the accomplished task and take a 1 minute break.
- Repeat the cycle four times, being certain to specify short goals to maximize the opportunities for success.
- Following each cycle of 4 fifteen-minute work periods, take a slightly longer break, say five to ten minutes.

# Procrastination

- What is procrastination? → lack of motivation

## Practical pointers for procrastinators

- Try to determine why you have been procrastinating: fear of failure? fear of criticism? self-demands for perfect work?
- If the reasons for your procrastinating habits elude you, then talk with a friend or someone you trust. An objective view from outside will help.
- Plan each day and write down your tasks to be accomplished in a diary. Tick the tasks as you accomplish them.
- If perfectionism is a problem, try to adopt what I call an “acceptable level of approximation.” That is, you prepare your work to a level acceptable to you, but short of the perfect point, and then hand it in. Waiting until perfection is reached can be a very long wait.
- Break large and intimidating jobs down into small achievable bits and work diligently at these bits. Tick the small jobs as you go to provide the reinforcement and assurance that progress is being made.

# Types of Procrastinators

## FIVE COMMON TYPES OF PROCRASTINATORS

### The Perfectionist

This procrastinator is trying to avoid being embarrassed by mistakes or judged. They may spend too much time on one component of a project, failing to manage their time properly, or avoid the project altogether, then rush to finish it at the last minute. Of course, this may increase the likelihood of making mistakes.

### The Impostor

Afraid of being revealed as unqualified or inferior, this procrastinator puts off doing anything to avoid that risk. Often this type of procrastination is learned when the person is surrounded by people who are difficult to please. “If I cannot please my partner, my parents, my teacher, my boss, it creates what behaviorists call ‘learned helplessness.’ Learned helplessness is a pragmatic definition of depression.”



# Types of Procrastinators cont...

## The Dread-Filled

When work is boring or unpleasant, we may procrastinate just to avoid doing it. If you hate what you're doing or you find it mind-numbing, it's tough to get motivated to take action.

## The Overwhelmed

Sometimes, there's just too much to do, and it's hard to figure out where to start—so we don't do anything. Whether they've chosen to take on too much or a supervisor is piling on the work, the sheer thought of getting it all done makes us avoid doing anything at all.

## The Lucky One

Some people believe they do their best work under pressure, so they procrastinate until their back is up against the wall. If they have a history of doing this without consequence, they've essentially been rewarded for procrastinating. "In school, if you tended to be the kind of person that waited to the last minute to turn in a report, but you still got a really good grade on it, that would [create a belief that] 'Oh, I don't have to do it right away because I'm going to get a great grade even if I wait until the last minute,'" she says.