

Procrastination cont...

- **Make a wall chart of study tasks accomplished. Seeing visual evidence each day of positive progress will help to keep your momentum going.**
- **Ask yourself frequently each day what is the most important mark-earning job which you should be doing right now. That question will induce you to consider essay preparation tasks and exam revision.**
- **To cope with the temptation to do 'busy work' jobs which can draw you away from your studies, make a list of other jobs to do. Look for an opportunity when they can be done in a concentrated manner, preferably at a time which will not detract from your academic work.**
- **Try to make daily studying a productive habit. Get to your study place at the same time each day and get straight to work. Start with an easy task to gain momentum.**
- **Prior to taking study breaks, which are important to keep your mind fresh and alert, write down the time of your return to study and note the task to be done. Planning ahead, even in this short span, will help you to keep focused and to keep going.**

Scenario #2

“Michael is a first-year student at the local college. During the first few weeks of class he is asked to participate in a variety of activities, each of which takes away from his study time. When given the choice between going to the movies and reading a chapter of economics, Michael almost always picks the movies. He tells himself “I’ll catch up later.” He doesn’t realize that each time he makes such a choice, he will suffer from the consequences in due time. As the term continues, the consequences begin to appear. He pulls an all-nighter to cram for an Art History test. He completes a Philosophy paper an hour before class, but can’t get it printed in time. The consequences become more and more serious. As the term comes to a close, Michael is rushing to start research papers, to complete assigned readings, and to prepare for final exams. He has trouble sleeping. He feels overwhelmed by the amount of work he needs to complete. Tension causes him to eat poorly. He blanks out on his Chemistry final. Michael’s grades for the term are lower than he had anticipated when he started the term, and they are much lower than his high school grades. A similar chain of events occurs the next term. Thinking he can’t handle college, Michael becomes depressed and considers leaving school.” Retrieved from:

http://www.pueblocc.edu/StudentServices/CounselingandTransfer/Study_Skills/NoProcrastination.htm

Memory Enhancement

There are three situations in which students will complain of faulty and/or insufficient memory: **when reading texts, while listening in class, and when revising for exams.**

Helpful Technique: **SQ3R Technique (survey, question, read recite, recall)**

- The surveying and questioning are done as a warm-up before you actually start reading the material.
- As you progress, pause and recite the major points from each section. Link these points to the prime topics
- Try to revise the chapter by running your eyes over the underlined or highlighted phrases once or twice over the next several days.

Remembering What is Said in Class

- While browsing, look for section headings and major topics in bold-face print
- Read captions of graphs and charts. When mentally noting these topics, ask yourself what does that mean. How does it relate to the overall concept being presented? What relationship does it have to the previous topic(s)? (What helps you remember things in class?) (What helps you remember important concepts when you are outside of class?)
- **MOST IMPORTANTLY: Warming up before class (doing readings, homework assignments). Preparation is powerful!!!**

Remembering What you Revise

*****Information revised and used is information retained*****

Revision/Memory Practical Pointers

- Learn as you go. Revise each weekend for the semester exams.
- Use the information you are learning: debate, question, argue, present, criticize — even sing or dance to it if you can.
- Revise your notes at least five times, focusing at first on retaining the major concepts, then proceeding to subtopics, sub sectional headings and finally to supporting details.
- Use colored pens, highlighters, arrows, asterisks and any other visual aid which will help you to recall concepts in your notes.
- Be wary about recopying large sections of notes. Writing is a very time-consuming process and you are likely to gain more from several readings of the notes in the same time it would take to rewrite a section or two.

Remembering What you Revise cont...

- If your mind recalls easily geometric designs, try to arrange your concepts to be learned as pyramids, squares, circular patterns or any other shape which will facilitate your recall. Recalling one element of the design is then likely to suggest the next part.
- Acronyms. Make a word out of the first letters of the items to be learned. **For example: ESL (English as a Second Language)**
- Mnemonics are rhymes or sayings constructed from words starting with the first letters of the terms you want to remember. **For example: My Very Excited Mother Just Served Us Nine Pies (Mercury, Venus, Earth, Mars, Jupiter, Saturn, Uranus, Neptune, and Pluto)**

Memory Enhancement Activities

- **Spot the Newby**
- **Scategories**
- **What's in the room?**

