

Name: _____

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SELF-MANAGEMENT SKILLS

HOME STUDY AREA

To optimize your home study effectiveness, have a special place set aside for your home learning.

Ideally it should be:

- appropriately lit
- comfortable, neat and efficient
- away from distractions and interruptions
- quiet (no loud music).

Where possible, have your study area adequately resourced with:

- a device close at hand
- plenty of stationery
- a bottle of water.

Always aim to study in the same place at home or in the library. Being consistent will create a pattern in your brain and help you to develop good habits.

When studying, stay hydrated and dress comfortably. Do not study in bed as your brain needs to associate your bed with sleep not study.

Remember to get up and move in your breaks. This will help you to clear your mind before moving onto the next topic or task.

Be aware of and avoid the things that make it difficult to study.

Keep in mind that if you are involved in online classes or discussions that your background can be distracting or even create the wrong impression. Think about ways in which you can present a positive impression.



Actions

What are two things that I will do to improve my home study area?

1. _____
2. _____

LP ACTIVITY – INQUIRERS

Try investigating a headline or story from different viewpoints while remaining impartial. What sources can be relied on to provide accurate information? How does this affect your view of the story?



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COMMUNICATION SKILLS

NOTE TAKING

Have you ever felt like you couldn't keep up when trying to take notes? Ever tried to read your notes after class and realise they're completely illegible? Then keep reading... because these tips are sure to save the way when it comes to taking notes in class.

1. Use shortcuts

Create and consistently use a variety of symbols as shortcuts, to speed up your notetaking. For example, ✓ = yes; → = means/leads to; def. = definition; diff. = different; w/ = with; w/o = without.

2. Write phrases, not sentences

Leave out words such as 'a' and 'the' but write down key words and technical terms.

3. Structure your notes

Use headings, sub-headings and bullet points to structure your notes clearly. This can help you to find information more easily during your revision time.

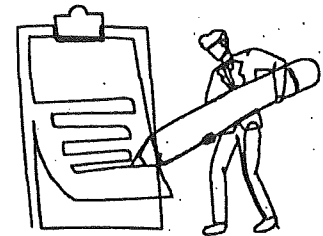
4. Create a code

Use highlighters, underlining or symbols to indicate important aspects such as definitions, things to research later or items that will be in an upcoming exam.

5. Write it your way

By writing notes in your own words, you can have a better chance of learning the information well.

Try these tips to see which ones work best for you.



Actions

Which two notetaking tips will I try today?

1. _____
2. _____

MINDFULNESS ACTIVITY

Animals – If you could be any animal, what would you choose to be and describe why this animal is your choice for you. What characteristics do you relate to?

