

# **Advance Consulting for Education (ACE)**

## **EFFECTIVE STUDY and ORGANIZATION STRATEGIES**

Presented by Shajuana I. Payne, MEd.

For Questions or information regarding registration for College  
Preparation & Success Seminar in Spring 2011, please send an  
email to [Shajuana.payne@verizon.net](mailto:Shajuana.payne@verizon.net)

# Workshop Objectives

- Evaluate how much time and effort is needed for effective studying.
- Determine ways to improve productivity of study time (individually and within groups).
- Identify techniques for improving the outcome of studying.
- Recognize the significance of organization and its effect on academic success.
- Identify strategies to improve organizational skills.

# GOAL FOR ATTENDING

What would you like to get out of today's workshop?

- Study Skills or Organization Questions
- Concerns about current approach to studying
- Ideas or Strategies
- Other topics?

# QUIZ TIME

- Partner with the person to the right of you
- You will have 5 minutes to complete the quiz
- Read each question carefully
- Discuss the question quietly and answers to the best of your ability
- Turn your paper over once you have completed the quiz

## Connecting Organization and Study Skills

- Study plan (daily & weekly)
- Consistent & comfortable study location
- Organizational tool (planner or calendar)
- Daily review of School Space or other class website
- Set goals to complete class work



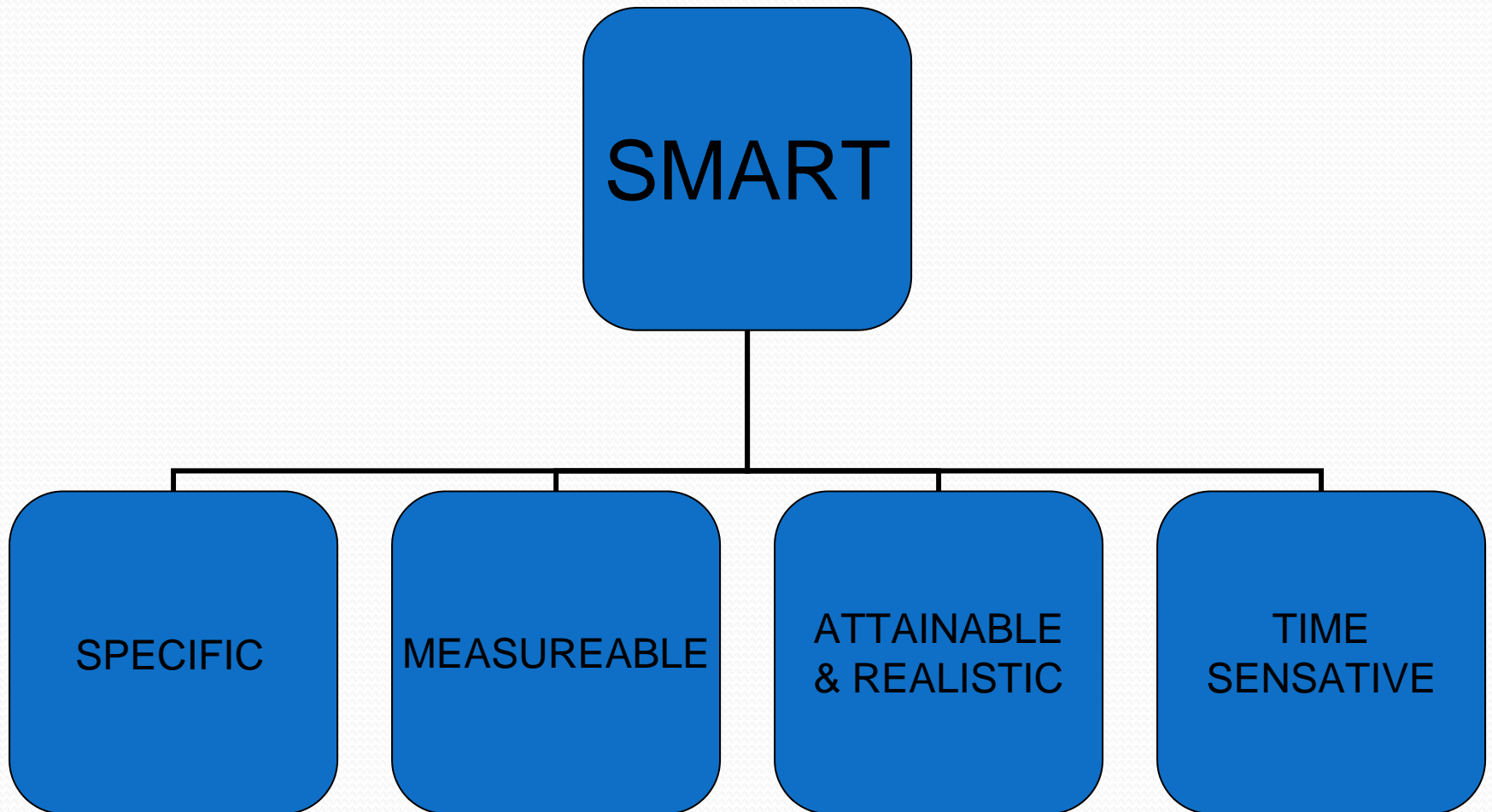
# STUDY TECHNIQUES

**HOW DO YOU STUDY?**

# Examples of Study Techniques

- Read textbook (SQ3R Method)
- Take notes in class (Cornell Method)
- Review notes
- Re-read textbook
- Create note cards
- Note card expansion
- Reading circle
- Develop sample quiz/test
- Organize study group
- Subject related practice websites
- Practice extra math problems
- Work with a tutor
- Study Partner
- Re-write or type notes
- Outline & Summarize chapter
- Teaching someone else
- Develop charts and tables for data

# Organizing Study Time



# How many hours should you study?

- On average, students should consistently study 2 hours per week outside of class for each class on their high school schedule.

How many hours for college?



# SMART GOAL

- BIOLOGY TEST IN 5 DAYS  
ON CHAPTERS 1 & 2  
(Pages 1 – 40)
- ✓ **Specific:** When, What, Where & How
- ✓ **Measurable:** Time & amount
- ✓ **Attainable & Realistic:** A reachable goal
- ✓ **Time Sensitive:** Deadline/Completion Date

# Test-Taking: 5 Day Study Plan

1 – Be specific and realistic: Get Organized!

Create a list of all topics that will be included on the test (chapters, classroom lectures, assignments).

2 – Set a timeline: Days 1 – 3 or 4 should be review. Day 4 or 5 should be final review or special summary.

3 – Identify steps involved: Use varied study skills. For each day, list your plan for review. Example

– Day 5 should be to review flash cards or note summaries created earlier in the study plan.

4 – Plan a Reward: Allow yourself “down time”.

# Establish a Weekly Time Management Schedule

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Midnight–6am						<b>REWARD!</b>	
6 – 7:00							
7 – 8:00							
8 – 9:00							
9 – 10:00					<b>TEST DAY</b>		
10 – 11:00							
11 - Noon							
12 – 1:00							
1 – 2:00							
2 – 3:00							
3 – 4:00							
4 – 5:00							<b>Study Group Review Notes</b>
5 – 6:00		<b>Review Ch.2 – Recall Info.</b>		<b>Summary Notes</b>			
6 – 7:00	<b>Review Ch.1 – Recall Info.</b>		<b>Review Notes - Test Questions</b>				
7 – 8:00							
8 – 9:00							
9 – 10:00							
10 – 11:00							
11 - Midnight							

# Textbook Reading & Review

- ❑ SQ3R – Survey, Question, Read, Recite, Review
- ❑ Taking Notes (Margins/Separate Paper)
- ❑ Reading Circles

# SQ3R Method

- **Survey:** Carefully pre-read the chapter. Look at the title, introduction, subtitles, boldface and italics, graphs and diagrams, summary and/or conclusion, and questions at the end of the chapter.
- **Question:** Reading is a thinking process; inquiry makes you an active reader. Formulate questions before you read. Hint: Convert titles, subtitles, etc. into questions. **WRITE THESE DOWN!**
- Thoroughly **read** the chapter and fill in the answers to your questions as you go along. Important: Read for meaning, not only the answers! Write down any information you sense is important.
- Talk to yourself! **Read** your questions, answers and notes out loud. Go over key ideas and new terms using your own words. Be aware of any answers or information that don't seem quite clear.
- **Review:** Reread these notes, not only the night before an exam, but as often as possible! Frequent review enables you to better retain the material and will save on study time.

# Learning Terminology

- Make flashcards
- Flashcard expansion
- Vocabulary Study Sheets
- Study partner

# Note Taking

## □ Five R's of Cornell Note Taking Method

- \*Record your notes in right column

- \*Reduce your notes in left recall column

- \*Recite your recall column

- \*Reflect on information you are reviewing

- \*Review your notes immediately and regularly

# Sample Cornell Notes

## Cornell Notetaking System Sample

### 2. **Reduce or Question** (After Lecture)

- *write key words, phrases or questions that serve as cues for notes taken in class*
- *cue phrases and questions should be in your own words*

### 3. **Recite**

- *with classroom notes covered, read each key word or question*
- *recite the fact or idea brought to mind by key word or question*

### 1. **Record** (During Lecture)

- *write down facts and ideas in phrases*
- *use abbreviations when possible (After Lecture)*
- *read through your notes*
- *fill in blanks and make scribbles more legible*

### 4. & 5. **Reflect and Review**

- *review your notes periodically by reciting*
- *think about what you have learned*

### 1. **Recapitulation** (After Lecture)

- *summarize each main idea*
- *use complete sentences*

# Recording Notes

- Record information on the Introduction
- Leave spaces between sections
- Use headings
- Record important points and minor details
- Graphs/charts
- Summary/conclusion

# Is this an effective study plan?

## STUDY OPTION 1

- Study for 3 or more hours at one time with no breaks
- Review material 1-2 days prior to test
- Skim read textbook
- Study=Read text, complete assigned homework, and review study guide
- Review material with television on, texting on cell phone, and updating status on Facebook

# How about this plan?

## STUDY OPTION 2

- Study in shorter, consistent and more frequent time periods
- 5-day Review Rule
- SQ3R Textbook Method
- Utilize variety of study strategies
- Create a comfortable and quiet environment with no interruptions
- Establish SMART goals

# You Don't Have to Study Alone

## STUDY GROUPS

- 3-5 students
- Set specific: time & date
  - Location is key
- Assign responsibilities
  - \*Chapter Sections
  - \*Specific Problems
  - \*Note Sections
- \*Develop Sample Quiz/Test

## STUDY PARTNER

- Select someone for each class
  - Be selective
- Establish regular review schedule
- Discussions in subject language
  - Test each other
  - Serve as teacher

# What to do from here?

- Establish Study-Block Time Period
- Assess your current organizational tool
- Begin using an organizational tool
- Identify current study strategies used, and select new strategies to adopt
- Write down your weekly goals
- Create the steps to reach your goals in a SMART format

# Advance Consulting for Education

- ✓ Upcoming College Success Seminar  
(Spring 2011) Registration Required
- ✓ Future Workshops

THANKS and GOOD LUCK with your  
studies!

Questions email me at  
[shajuana.payne@verizon.net](mailto:shajuana.payne@verizon.net)