

Time Management & Study Skills

Presented by RVGS Guidance

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How are you spending your time?

- Calculate how your hours are spent
- Use the time management tool provided
- Can adjustments be made?
- Are you spending your time wisely?



Tips for Students

Make a “To Do” list
Every day

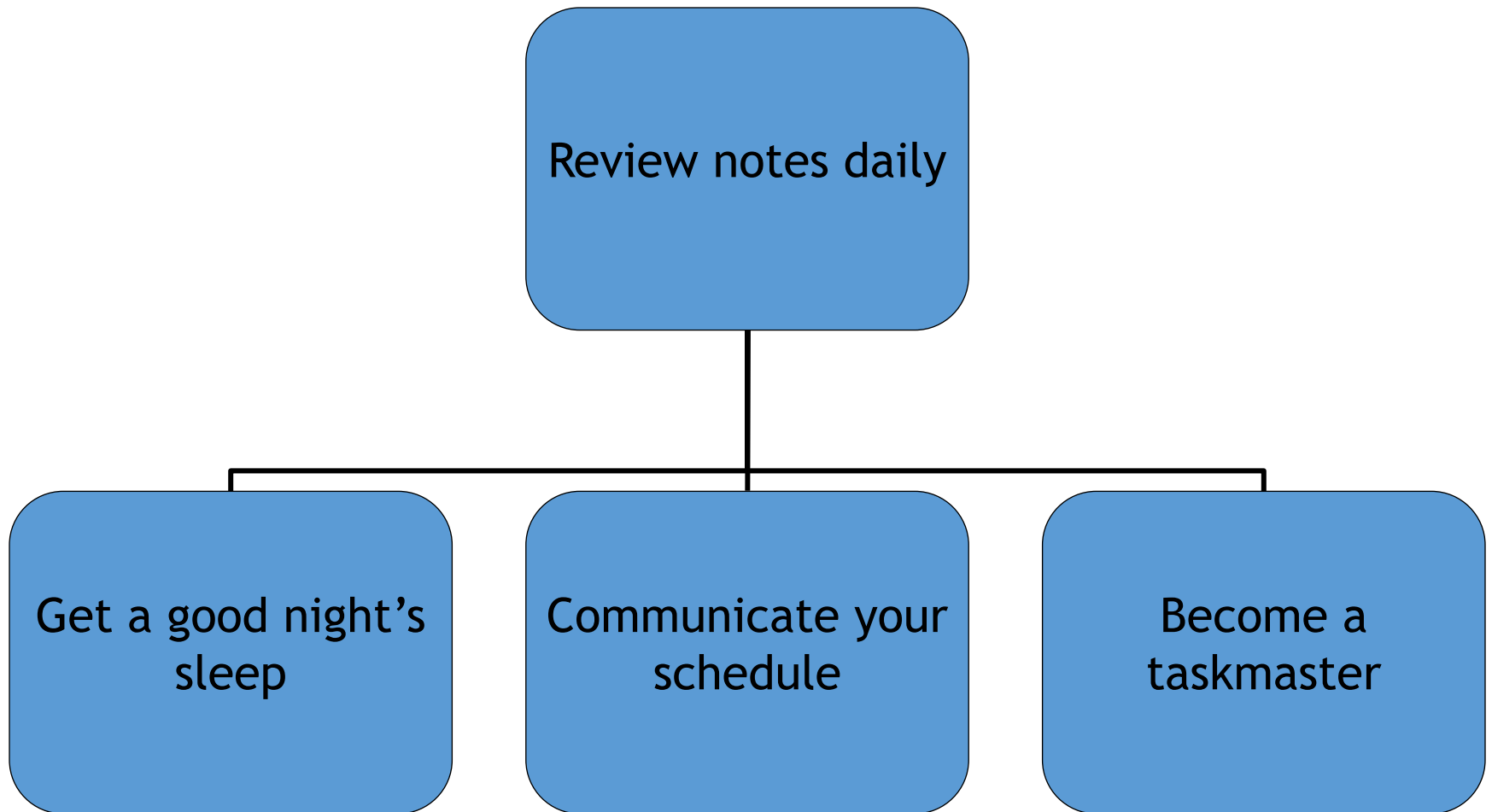
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graph TD; A[Make a "To Do" list Every day] --- B[Use Spare minutes wisely]; A --- C[It's okay to say "No"]; A --- D[What time is best For you?]
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Use Spare minutes
wisely

It's okay to say “No”

What time is best
For you?

Tips cont.



Study tips

- Testing or quizzing yourself is key to learning – flashcards can help
- Giving your brain time to forget the information will make the act of studying more effortful and will help the information stick longer in your memory
- Studying a little every day will give your brain the time it needs to forget between study sessions
- Just because you seem to know something doesn't mean you should stop reviewing it....circle back to it along with the other material
- Learning isn't supposed to be easy or comfortable....and rereading and recognizing isn't the same as knowing and remembering

Taking Notes

▶ Stay Organized

- ▶ Keep all notes for one class in one place
- ▶ Date and number pages to keep in order
- ▶ Review materials before class

▶ During class....

- ▶ Get main points
- ▶ Don't write down every word
- ▶ Leave blanks so you can add in later
- ▶ Indicate main points
- ▶ Jot down key vocabulary, important facts
- ▶ Ask Questions

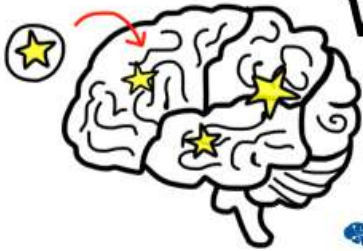
Preparing Emotionally & Physically for tests

- Most important equipment?
 - Mind
 - Body



Sleep is vital for retention and confidence

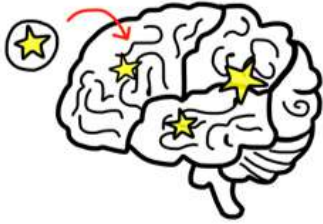
Brain Foods



Why is nutrition an important part of learning?

- Our brains 'eat' 30% of the calories we need.
- If we don't have the right calories, our brains don't work very well!
- What have you eaten today?

Brain Foods



What are foods that are great for your brain?

- Protein like eggs, fish, & nuts
- Leafy, green vegetables
- Water
- Whole fruits (fructose)

Sleep and Rest



Why does your brain need to get enough sleep?

- During sleep, your brain grows and moves the things you learn and practice to long term memory.
- Rested brains can concentrate better and longer.

Sleep and Rest



How much sleep does your brain need?

- 9-10 (or more) hours every night
- How long did you sleep last night?
The night before?

Let's Self-reflect

How is your brain performing?

- How much sleep have you had for the past three nights?
- How many brain foods have you eaten in the past 3 days?
- How focused and rested do you feel today?

Preventing Test Anxiety

How can you stay calm and focused on testing day?



Why do people get test anxiety?



Fight or Flight Syndrome is a condition where people feel threatened or scared and their bodies try to protect them.

What does it feel like?

It can be different for everyone, but here are some common symptoms...

- Sweating
- Stomach cramps
- Headaches
- Feeling 'antsy' or fidgety
- Sleepiness
- Mental block



What can I do about it?

Use Calming Strategies!

1. Square Breathing



2. Exercise



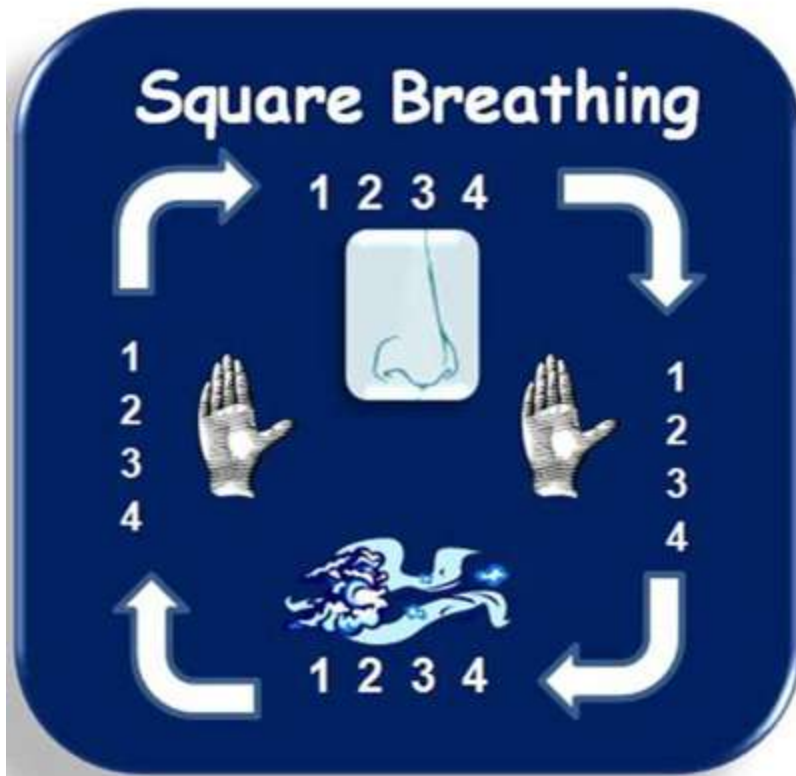
3. Positive Self-Talk



4. Effective Effort



Use Calming Strategies



Slow down...

- Breathe in for the count of 4.
- Hold for the count of 4.
- Breathe out for the count of 4.
- Hold for the count of 4.
- Repeat.

Use Calming Strategies



Exercise!

- If you can, get some oxygen in your blood through exercise.
- Go outside and take a breather.
- Oxygen helps *fight or flight syndrome* go away faster.

Use Calming Strategies



Positive Self-Talk

- Listen for that fixed-minded voice in your head that tells you to quit or that you can't.
- Talk back with a growth mindset voice!
- Remember, all experiences are chances to learn, improve, and grow.

Use Calming Strategies



Effective Effort!

- Focus and commit to trying.
- Use a different strategy.
- Ask questions.
- Don't give up!

Which strategies are best for you?

You are only a
FAILURE
if you
Quit



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Need More Help?

Please come see me!