

Study Techniques

Time Management

Procrastination (*latin procrastinatio*) is the pathological tendency to put some work off, especially if we do not expect quick results.



There are lot's of ways of wasting time.



How to fight procrastination



Admit to yourself that you have a problem with it.

Check how much time you lose.



Define the goal.
Plan the day.
Work according to the plan.

Define the deadline.



Think of the benefits you gain when you achieve your goal.
Work on your motivation.

Don't try to eat the whole elephant all at once.
Divide your work into smaller, logical pieces.



Eliminate wasters.

Have all necessary „tools” close by.



Just start studying. Don't stop for at least 10 minutes.
You should be able to go on until a planned break.

Make breaks regularly, but don't make them too long. Set your alarm clock and return to your work when the time comes.





Concentrate on one thing, one task.
Don't try studying everything at once.
Don't chat, check emails, snaps or messages. Wait with it until your break.



Tell others about your goals – they will ask you about the progress and won't distract you.

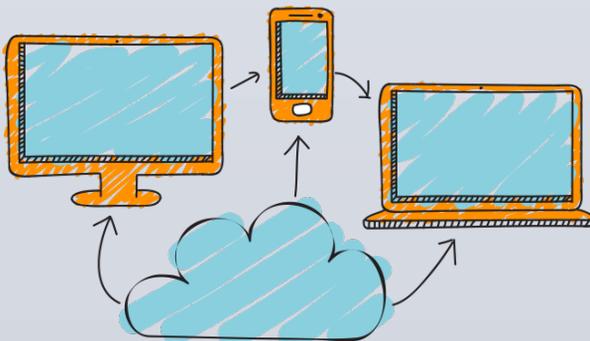
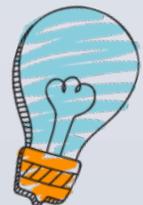
Reviews



You forget most information right after you learn it. So after a studying session, before taking a break, review what you have just learned.

First review is essential. It should be a tool to clarify any doubts whether you understand what you have learnt

After 24 hours you should remember approximately 80% of information you have learnt. If you remember less you should review more often.



You can use some review tools like :

- ANKI
<http://ankisrs.net/>
- Mnemosyne
<http://mnemosyne-proj.org/>
- Supermemo
<https://www.supermemo.com/>

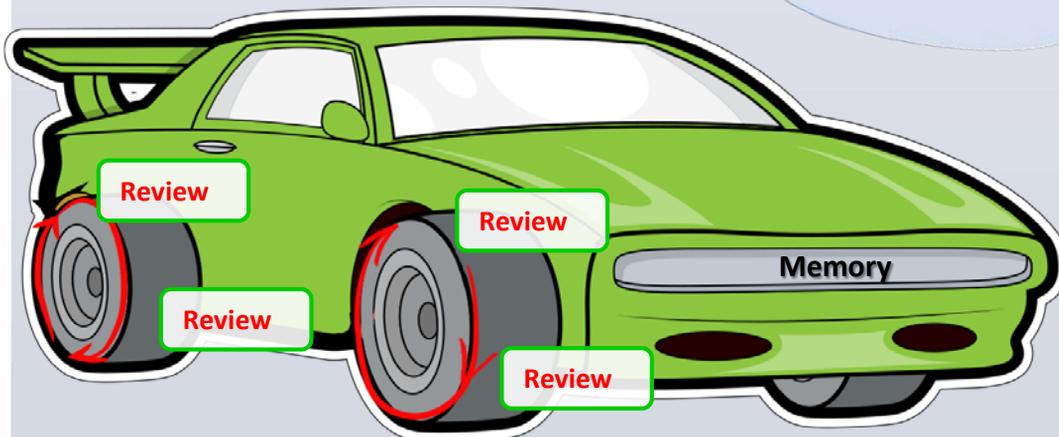
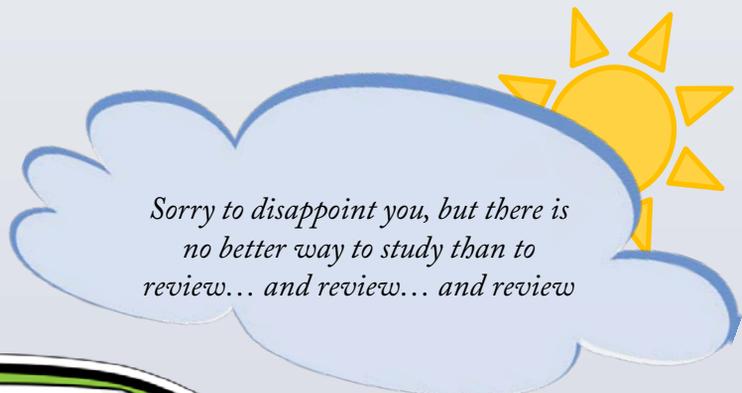
When to review? (if you are serious about learning)

Most information gets forgotten right after you finish studying. If you want to remember it for good – **review it**:



If learning material is short and simple – review it as a whole.

If learning material is hard and comprehensive - review it in parts (logical parts not pages)



Source: Buzan, Tony 1974. Use your head. London: BBC Books