

Study planning



The Study Environment

- Study Environment is unpredictable
- Environment can be broken up into three domains namely:
 - Human environment
 - Non human environment
 - Spiritual environment

Human Environment

- Does my family support me in my studies?
- Do my colleagues at work support me?
- Have I been sent on the course or was it my decision?
- Can I make progress in my career without passing the course?

Non Human Environment – Physical Conditions

- What is the state of the natural environment in and around my study space?
- What facilities do I have in my study space?
- Is my study space disruptive or quiet and peaceful?

Spiritual Environment

- Do I and the people around me value study and qualifications?
- Am I personally motivated to serve the community through my work?

Internal Environment

- Self belief and motivation
 - Am I in control of my life?
 - Am I able to bounce back in the face of difficulties?
- Study Direction
 - Am I sure of the direction that I have chosen?

Support Systems

- Can I rely on the support of family, friends, colleagues when I go through difficult times?
- Do I relate to a spiritual being or beings that shape my life?
- Do I draw strength from nature during times of stress and pressure?

Study Skills and Abilities

- **Planning:** Prepare for studies (60% of time)
- **Doing:** Acting on your plans (30% of time)
- **Checking:** evaluating the outcome of your studies (8% of time)
- **Amending:** Learning from your experience and making changes when and if required – links up with planning again (2% of time)

Planning - Time Management

- The key to successful study is to plan properly and to manage your time.
- Use the 60/30/10 principle and the EFT process in all your planning activities.
- Plan over the long-term e.g. all the activities of the semester or year.
- Plan over the short-term e.g. for assignments, examination preparation, writing the examination.

The EFT Study Process

60 % of your time to be spent on Exploration = Planning

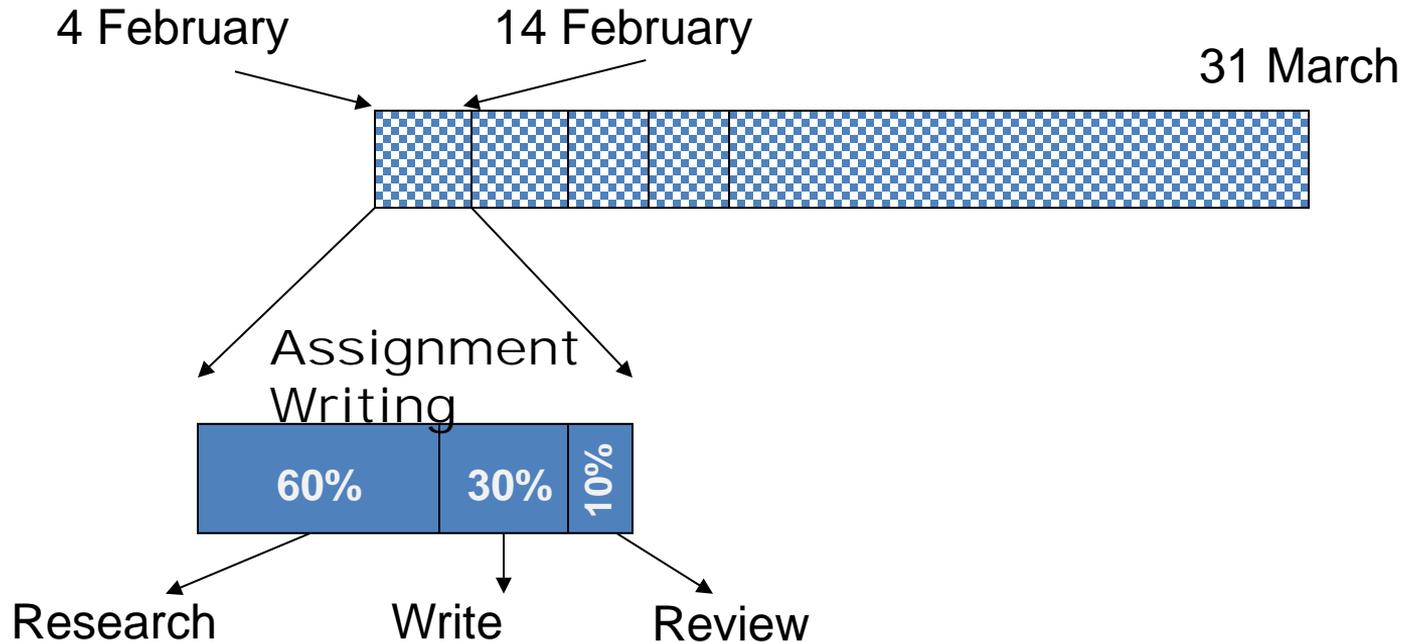
30 % of time spent on Fixation = Doing

10 % of time spent on Testing = Checking

Planning over the long term

- Get a year planner
- Fill in all the due dates that you know of e.g.
 - Closing and opening of University
 - Assignments and examination dates
- Plan for completion of projects by using the 60/30/10 principle

Short-term planning for writing an assignment



Assignment Writing

- Prepare for assignment
 - Generate ideas
 - Planning basic framework
 - Do pre-reading
 - Make summaries
- Write assignment
- Cooling off
- Adjust and hand in

Notetaking

- To help you keep track of your learning
- Types of notes
 - Visual notes – See mind map
 - Narrative notes – linear, story type notes.

Key principles

- Choose members that you get along with
- 3 – 4 participants
- Select group leader
- Agree on meeting place and time
- Make personal commitment
- Don't use group to replace independent study

Rules

- Members bring own materials
- Share information
- Do not use group to gain information and not give anything back
- Support members and help them to understand
- Meet regularly e.g. once a week.

Procedures

- Try to gain agreement on important and less important work.
- Clear up any differences between notes of the group members
- Use surface and deep learning techniques
- Identify possible exam questions
- Meet regularly

QUESTIONS ?