

## STUDYING EFFICIENTLY

One of the ways of increasing success is studying efficiently and using time effectively. The most important thing for studying efficiently is to be physically and psychologically healthy. Internal disturbances, physical and mental fatigue affects efficient studying negatively.

First, you should discover your own study habits. Knowing how you learn makes listening to the lectures and studying easier.

### How do we learn?

Information reaches our senses and accumulates in our short-term memory. Then, it is transferred to long-term memory. Lastly, remembering occurs.

We all use different senses while we learn. The important thing is to recognize which sense is more effective for our own learning style and to make other senses effective too, for a better learning.

### What are the learning strategies?

When we learn new information, we use different strategies. These are rehearsal, meaning making, and organizing.

**Rehearsal:** It helps us to encode the information in our long-term memory and to consolidate our knowledge. It includes rehearsing a written text, then telling it, taking notes, etc.

**Meaning making:** It is based on associating new information with the old ones that we have gained by past experiences. Incoming information is not stored as it is; it undergoes a modification while encoded in the long-term memory.

**Organizing:** It is integrating the new information and re-arranging it regarding our previous knowledge. Usually meaning making and organizing occur simultaneously. Examples of this strategy are determining the central and peripheral ideas of a text, classifying the information, demonstrating the information with a graphic, etc.

### The Principles of Studying and Learning Efficiently

- The important thing is not studying a lot; it is to discover the effective and right way of studying that suits you.
- Spend your most efficient hours on more difficult subjects.
- You should definitely make a plan to be able to spend your 24 hours and 7 days efficiently.
- If you can't keep up with your plan, re-evaluate your situation and start over, instead of blaming yourself.
- Hang your plan on somewhere you can easily see and assess yourself.

#### During reading:

You should avoid these situations that hinder effective reading:

- Your eyes being stuck to a syllable
- Going back again and again while reading
- Movement of vocal cords
- Being unable to focus
- Moving lips while reading
- Decreasing the reading pace

#### To avoid these situations:

- Read texts of various subjects
- Try to read within a specific time period.
- Try to reach the main idea of the text.
- Try to concentrate while reading
- Don't forget that the texts that are read fast are better understood than the ones that are read slowly.

#### To concentrate:

##### Main factors that distract attention:

- Your mind being occupied by trivial problems
- Physical and emotional problems
- Going down into various details
- The presence of negative stimuli in the environment
- Unsystematic, difficult and complicated material
- Feelings of insufficiency

##### To be able to concentrate and direct your attention:

- Before studying, think about the aim and meaning of studying, set goals.
- Take breaks of 5-15 minutes

- Arrange your studying environment according to your needs
- Get enough rest before studying
- Put marks on important parts.
- Divide the difficult parts into pieces.
- If you notice that you are daydreaming, either postpone it as a reward until your break or continue dreaming and go back to studying when you finish the dream. If you can't stop dreaming, stand up and walk around or do physical exercise.
- When you become preoccupied with thoughts about the exam or your future, ask yourself "Are these thoughts easing my study, do they help me?" If your answer is "no", stop these thoughts and continue to study.
- Don't let your stress escalate to a point that impedes your study.

**To Remember:**

- You will remember less if you don't know how much you will study before you start.
- The things that you learn in the beginning and in the end, striking words, names, lively descriptions, and unusual definitions are remembered more.
- The most efficient method is to arrange learning sessions as periods of 20-40 minutes and to make rehearsal for 10 minutes at the end of each session.
- If you don't rehearse, you will forget the 30% of what you have learned after 1 hour and 80% after 9 hours.
- Rehearsal should be made not mechanically, but by making connections with meaning and text.
- Telling the material is a helpful rehearsal, however the most helpful rehearsal method is writing.
- Before you sleep and when you wake up, skim through what you have learned during the day. Don't try to learn new information in the morning (especially in the morning of the exam day).
- When you are trying to solve a problem, don't take a break before you find the solution.
- During the break after a learning session, the remembering curve rises as the brain differentiates and locates what is learned.
- During the 10-minute rest, the body relaxes and the mind consolidates what is learned.

**Don't forget that...**

In order to reach our goals regarding success, we should understand the meaning of studying for us.

**EVERYBODY HAS A PEAK. THE IMPORTANT THING IS TO CREATE YOUR OWN PEAK.**

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**For More Information**

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