

Printed copies of this text are not controlled. Always check the CIT website - cit.edu.au to ensure this information is correct.

Study Factsheet Series - No 10

Successful Study Skills

Work Smarter Not Harder

Organise your space and time

- > If home is distracting, study in the CIT Learning Centre.
- > Switch off your mobile.
- > Turn the TV off; background music is OK but not TV.
- > Remove any other distractions from the desk.
- > Do eat/drink before studying.
- > Take short breaks after a period of working. Have a drink of water, go outside for a few minutes.
- > Don't open up social media pages or emails during study time.
- > Learn to say "NO". Do not over-commit yourself to non-study activities.

Prioritise

- > Plan your study timetable and allocate when you will work on particular tasks.
- > Use a weekly plan to map out your commitments (classes, work, etc) and your study time.
- > Work out what needs to be done first or, if several are due, whether you will tackle the easiest or hardest first.
- > Break each task down into a list of small steps.

CIT Counsellors can assist you to plan and get organised for study.

How to read and revise effectively

- > Review your class notes and highlight the key points.
- > Take notes and make summaries while you are revising.
- > When reading a section of text, read until you understand it then go back and mark the main points e.g. highlight, underline or key words in the margins.
- > Most people have to read a section several times before they will remember it.
- > Review what you have read. Try to recall the main points.
- > You may put key words on one half of a page with the explanations on the other side – then cover one side to test yourself when reviewing.
- > You may like to use flash cards, with a term on one side and the definition on the other.
- > Review chapter headings and summaries. Ask yourself, "If I were the teacher, what exam questions would I ask?"

Reward yourself for effective study

- > Cross each small step off your study list as you achieve it.
- > Set a realistic goal and do it – e.g. one hour of study after dinner.
- > Give yourself a small reward for tasks completed – e.g. a walk, a cuppa, a snack or a favourite TV program.
- > If you procrastinate, start with 15 minutes study and then take a reward break. Repeat and expand the amount of study time when you can

Keep fit

The stress of study can be fatiguing. Keeping fit and well rested will boost your ability to focus and make your study time more productive.

- > Maintain your normal sleep pattern (assuming it is providing sufficient rest for you).
- > Eat healthy foods and keep regular meal times.
- > Exercise to help you relax and re-energise. A simple walk around the block can give a welcome relief to your body and brain.

Brain foods

To increase concentration and/or memory:

- > Dairy foods, meat, poultry, fish – B12
- > Wholemeal bread – protein and fibre, carbohydrates.
- > Oats/wholegrains – for glucose (brain fuel)
- > Vegemite _ B vitamins and folate
- > Leafy greens, wholegrains, legumes e.g. peanuts, avocado, nuts - folate
- > Cereal and milk
- > Beans – high protein and fibre
- > Pumpkin seeds - zinc
- > Eggs – choline, good for neurotransmitters
- > Yoghurt – tyrosine – anti-stress
- > Fish – protein
- > Salmon, mackerel, sardines, anchovies - Omega 3
- > Salad – beta-carotene, Vitamin C and E
- > Peppermints, peppermint tea – gentle stimulant
- > Ginger tea

The secret of success in life is to be ready for an opportunity when it comes! Benjamin Disraeli

Want to make an appointment with CIT Student Support staff? Call our reception on **(02) 6207 3290**.

Find more helpful CIT Student Support information on **eLearn** :

Click **Student Links** tab then **Student Services and Support** option at the top of any eLearn page.

Studiosity – 24/7, 365 days a year, online help with assignments and written work:

Click the **Study HELP** tab at the top of any eLearn page.