



ΠΑΝΕΠΙΣΤΗΜΙΟ  
ΠΑΤΡΩΝ  
UNIVERSITY OF PATRAS



TIPS FOR A BETTER

# TIME MANAGEMENT

STUDY SKILLS

Having a study' schedule is very important, since allow students to have awareness of all tasks they need to complete and stay organized. In order to have a good time management, we suggest to:



## Define a weekly planning day

One day in a week when you plan most of your study schedule for that week (We suggest to be on Sunday)



## Know the best time of the day to study

Understand if you like to study in the morning, evening or night.



## Mark all activities

Don't forget to mark all activities that you have in your study schedule.



## Confirm your schedule everyday

It's important to always confirm your schedule and add or delete task, classes or activities.

(Congos, 2010; The Learning Center, s.d.)



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# STUDY ENVIRONMENT

STUDY SKILLS

The physical local of study can impact students' levels of concentration, attention and promote or impair their quality of study. We leave some tips that may help you:



**Have in mind 5 study places**



**Switch regularly between study places**



**Eliminate distractors**



**Have near you some healthy snacks**



**Hear a classical, instrumental or low beat music**



**Make sure you have all materials**



**Have a good lighting**

(Álvarez & Fernández, 2015; Congos, 2010; The Learning Center, s.d.; University of St. Augustine for Health Sciences, 2020)



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# NOTE-TAKING

STUDY SKILLS

Taking notes can be really helpful, so we challenge you to:

- ➔ Take some notes while your teacher is speaking
- ➔ Take some notes while you are reading a book or text
- ➔ Make a color-coded for your notes
- ➔ Share with colleagues so you can complete and see what it's really important

(Álvarez & Fernández, 2015; Congos, 2010;  
The Learning Center, s.d.; University of St.  
Augustine for Health Sciences, 2020)



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# TIPS ABOUT **STUDY' TECHNIQUES** STUDY SKILLS

There are several techniques that can improve your study. However, these techniques are not efficiently to everyone. So, it is important you being able to identify which fit you better:



## Reading



**Questions:** formulate and answer to questions;



**Recite:** tell in your word what you have read, the content of the subject;



**Review:** once you finish reading or making some exercises, make sure you review them and that you fully understand;



**Remember later:** after a few hours of being studying try to remember the content. For that you can develop some flashcards;



**Be a teacher:** imagine that you are a teacher. How do you explain the subject? You can try it with a friend;



**Mind mapping:** if you don't like to read and prefer graphics, images or more visual contents try to create a map of the content you had study. For that you can use symbols, diagrams, keywords etc.;



**Be practical:** some students prefer to do tests over reading;



**Day by day examples:** whenever you can try to pass the subject for real life;



**Study before go to sleep:** during sleep our memory is working and some learnings are consolidated. Knowing this, try to review the most important contents before fall asleep;



**Consistent study:** try not study only in test eve;



**Assignments:** if your teacher suggest some assignments or tasks is because he/she thinks that may help you.

### NOTE:

As you can see, we **don't suggest to memorize information**. When you memorize without understanding, you are increasing the chances of forgetting something important and increasing your levels of stress .