

Learning effectively at university

Learning Enhancement Team

For discussion ...

- How might your degree be different from the studying you have done before?
- What academic skills or attributes will you need to develop or build on?
- What from your previous experience can help you succeed?
- Is there anything you are concerned about?

A few thoughts...

- Try keeping a learning journal
- Set yourself small, achievable goals
- Remember that making 'mistakes' is an important part of learning
- Find out about and take timely advantage of the support on offer

Learning Enhancement Team



Develop strategies to improve your:

- **study skills**
- **mathematics and statistics**
- **academic writing**
- **use of English**

Resources

Study guides, videos, webcasts and worksheets on our website

Workshops

Group sessions, delivered centrally or embedded in degree programmes

Tutorials

Expert tuition to help you study more effectively and improve your work

search online: [uea let](http://uea.let)

[@uea_let](https://twitter.com/uea_let)

ask.let@uea.ac.uk

Further resources

- Learning Enhancement Team
 - Study guides <https://portal.uea.ac.uk/student-support-service/learning-enhancement/study-resources>
 - Workshops <https://portal.uea.ac.uk/student-support-service/learning-enhancement/workshops>
 - Tutorials <https://portal.uea.ac.uk/student-support-service/learning-enhancement/appointments>
- Library – information skills
 - Digital Toolkit <https://portal.uea.ac.uk/library/digital-toolkit>
 - Information Trails <https://portal.uea.ac.uk/library/info-trails>
 - Help and guides <https://portal.uea.ac.uk/library/information-skills/resources>

Top tips: managing your work

1. Plan

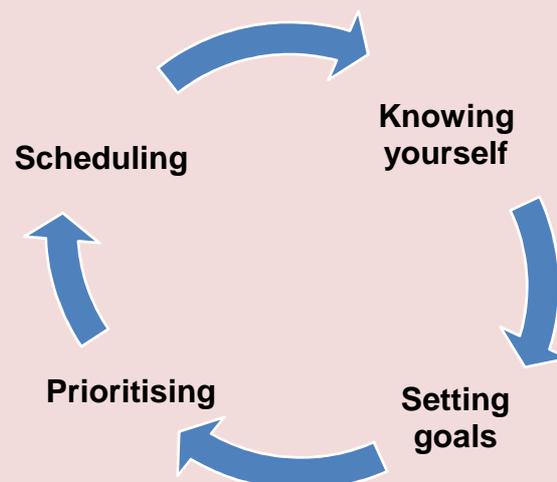
“In preparing for battle I have always found that plans are useless ...

but planning is indispensable.”

Dwight D. Eisenhower

(34th President of USA, 1953-61)

Planning



2. Know yourself

- I am at my best when ... I am at my worst when ...
- Do you know which hours of the day you are more productive? Do you do tasks in those hours?
- What motivates you?
 - Do you like to work steadily towards a goal?
 - Are you motivated by the pressure of a deadline?
 - What do you really love to do?

Try working in short bursts ...
www.pomodorotechnique.com

3. Setting goals: 'capture'

What tools do you use to capture the things you need to do?

- Where do you record notes from meetings?
- How many email inboxes do you have?
- How many notepads do you have?
- While travelling where do you record great ideas?

Or this mobile app
<https://braintoss.com/>

You may find these digital tools for planning helpful
<https://portal.uea.ac.uk/library/digital-toolkit/writing-and-productivity>

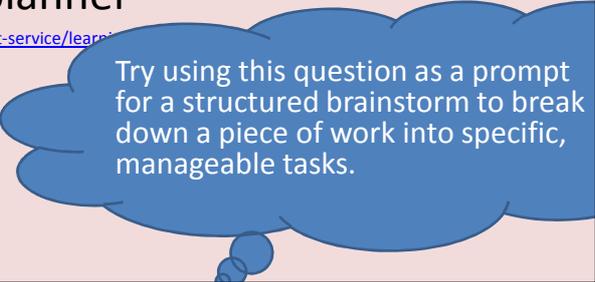
3. Setting goals using *drill down*

Ask yourself,

“In order for that to happen what has to happen”

with semester planner

<https://portal.uea.ac.uk/student-support-service/learning-skills/learning-to-study>



Try using this question as a prompt for a structured brainstorm to break down a piece of work into specific, manageable tasks.

3. Setting goals using *freewriting*

Ask yourself,

‘What work have I done for my thesis and what do I need to do in the **long**, **medium** and **short** term?’

Try using this question as a prompt for a short writing activity.

4. Prioritise: ask yourself ...

- 'What needs to be done **Now? Soon? Later?**'
- 'What would happen if I didn't do this **Today? This week? This month? At all?**'

5. Scheduling

Remember ... 'Good judgement comes from experience, experience comes from bad judgement'

- Review your plan '*What have I achieved and what do I need to do?*'
 - Do a sweep for un-captured tasks
 - Review action lists: mark off completed items, add new actions
 - Review 'waiting for' lists
 - Review projects

Review your plan
- 5mins at end of day
- 30mins at end of week
- 60mins at end of month