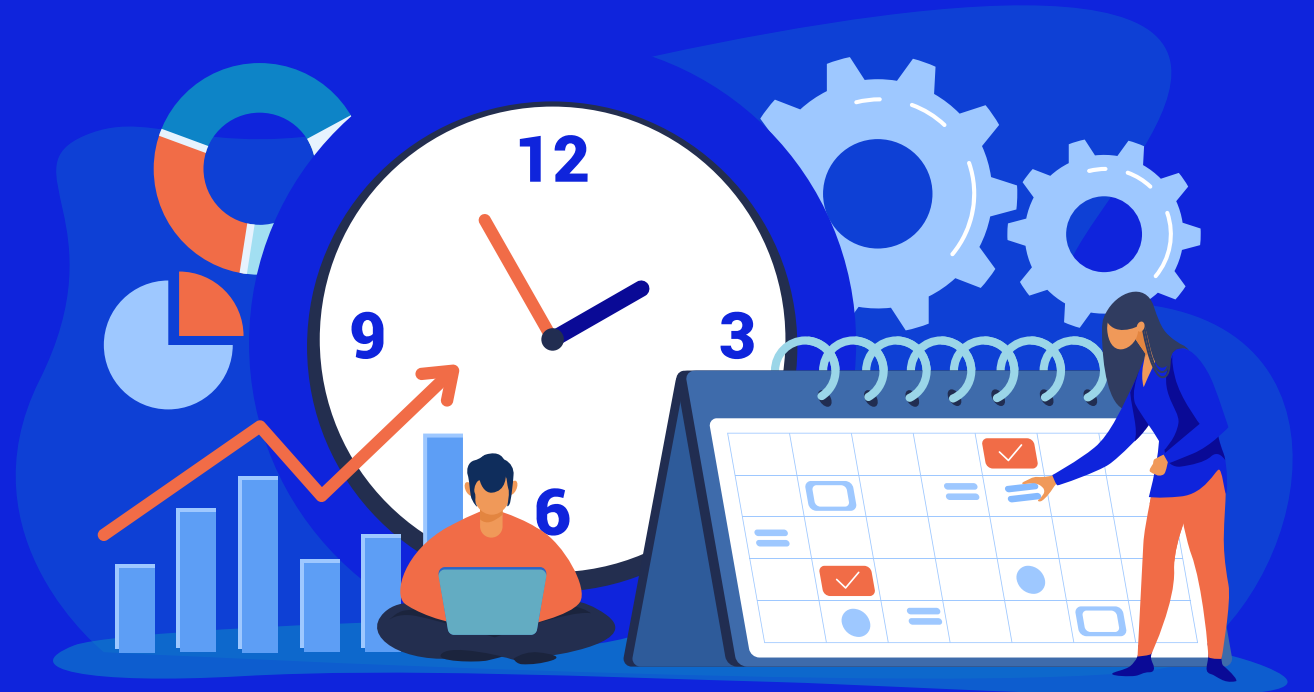


GET ORGANISED FOR STUDY

ACADEMIC SKILLS WEBINAR PROGRAM

Learning Hub



WEBINAR GOALS

During this webinar you will learn how to:

1. analyse your use of time.
2. organise and prioritise tasks.
3. overcome procrastination.
4. follow 10 steps for academic success.
5. access support and study resources.

TIME MANAGEMENT



Good time management

is not just about planning your study and prioritising tasks. It is also about self-awareness. It is important to develop a deeper understanding of...

- how you use your time well
- when you learn best (are you an early bird or a night owl?)
- how you might *mismanage* your time

Becoming aware of your study behaviours will help you develop study skills to enhance the efficiency and effectiveness of your study time!

TIME MANAGEMENT



Your current use of time – self-assessment

1. Do you use your time well?

- ☐ Always
- ☐ Mostly
- ☐ Somewhat
- ☐ Not at all

3. How do you mismanage your time?

2. How do you currently plan your time?

- ☐ Down to the last minute
- ☐ Carefully
- ☐ A bit
- ☐ I never plan

4. Do you have trouble getting started on a task?

PLANNING AHEAD

Planners – A strategy for effective time use

The following planners can be downloaded here:

<http://sls.navitas-professional.edu.au/clone-time-management>

- Assignment summary planner
- Trimester planner
- Weekly planner
- Daily planner



Home / Time management

Studying Successfully at ACAP
Academic Skills Diagnostic
Learn To Use Your Online Class Space
Attend Workshops and Webinars
Motivation and Procrastination
Time management
Reading
Note-taking
Academic Writing
Working With Others: Interpersonal and Communication Skills

Time management

Good time management is more than planning your study and prioritising tasks. It is also about self-awareness.


It is important to develop a deeper understanding of how you use your time well, how you waste your time and how you learn best. This awareness will help you develop study skills that enhance the efficiency and effectiveness of the time you spend studying.

Time is one of the most valuable resources you have. As a student you have committed to a full study load, however, only part of your week and year will be formally timetabled. It is a challenge for most students to balance study, work, sport, family and social life. Establishing goals and priorities is essential so that you achieve what is most important to you. Be specific in your time planning and make sure that you are putting your focus on the essential activities that are really going to achieve your goals.


Make time for success and establish your priorities

- What's most important to you?
- How relevant are these things to your life/future?
- What areas will you sacrifice when other (more important) areas require more time?


Resources



Get organised for study
Learn how to analyse your use of time, how to use daily, weekly, and term planners, and get some proven tips for becoming well organised, and achieving academic success.
[Watch video](#)



Plan ahead and prioritise
Use daily and weekly planners so you can manage and succeed with your short term, medium term, and longer term goals.
[Download docx](#)



ACAP Trimester 3 2021 Planner
Use a term planner to map out your action tasks for completing assignments.
[Download docx](#)

PLANNING AHEAD



Assignment summary planner

Assignment Summary (example)						
Unit	Assessment type	Question/task	Length	Due date	%	Final mark %
COUN1011 Counselling skills 1	Ass. 1 Reflective essay	Analyse your experience of a counselling session	1,500 words	Wk 7	50%	
	& Summary	Transcript of counselling session	No limit	Wk 7	0%	
	Ass. 2 Learning journal	Weekly journal entries for 12 weeks: 5 key skills, verbatim examples, analysis of skills, competency, <u>literature</u> (link ideas to theory).	Total 3,900 300 wds pw	Wk 12	50%	
	& Summary	Summary of journal and discussion of experience of skills use	300 words	Wk 12	Included with journal	
BESC1011 Interpersonal Comm.	Ass. 1					
	Ass. 2					

Where will you find this information?

In the Unit Guide
Go to Student Portal/Classes - the very first link is your Unit Guide

PLANNING AHEAD

Assessment writing process



ASSESSMENT PLANNER

Follow these steps to complete your assessment. Click the blue hyperlinks to view resources and instructional videos supporting each step of the assessment process.

STEP	PLAN & PREPARE YOUR ASSESSMENT	COMPLETE BY
Step 1	<ul style="list-style-type: none">• Identify & analyse the assessment task carefully and read the marking criteria.• Consider what you already know and summarise your view.• Brainstorm your initial ideas in a mind map and use this to inform your research and create a more detailed plan.• Seek help from your teacher or the school coordinator early. Start a study group with your peers. Discuss your assessment with a Learning Support Adviser.• Watch this video for more tips on how to plan and prepare for your assessment.	10% of Study Time
Step 2	<p>This is often the most time-consuming stage of completing your essay.</p> <ul style="list-style-type: none">• Search for relevant sources via the Library. See the Library guides.• Keep a record of your quotes, paraphrased content and your own ideas. Avoid plagiarism by noting full bibliographic information and page numbers for quotes and paraphrases.• Get to know how to use APA 7 Referencing for your assessment.• Bookmark the AQAP Library APA7 online guide as well as the official APA Style website.• Read and take effective notes and refine your plan as your research.	40% of Study Time
Step 3	<ul style="list-style-type: none">• Use your essay plan to organise your ideas into a coherent order.• Use Academic Writing and include paragraphs that include topic sentences and supporting evidence.• Look at our guides on writing different assessments.• Discuss your assessment with your teacher or a Learning Support Adviser.	20% of Study Time

See all the steps of the assessment writing process in the Assessment Resource Pack (page 5):

<https://sls.navitas-professional.edu.au/preparing-your-assessments>

PLANNING AHEAD

Trimester planner

Note busy periods when you may have multiple assessments due at the same time (usually around week 6 and 10).

Schedule appointments with an Academic Skills Advisor or Learning Resources Advisor (Librarian) ahead of time.

WEEK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
1	29 May	30 May	31 May	1 Jun	2 Jun	3 Jun	4 Jun
2	5 Jun	6 Jun	7 Jun	8 Jun	9 Jun	10 Jun	11 Jun
3	12 Jun	13 Jun	14 Jun Begin working on COUN1211 500-word formative assessment. Understand task, brainstorm information. Book in with the Learning Hub if need help.	15 Jun Do library research to find sources, read, take notes, create an outline	16 Jun Write 500-word draft.	17 Jun Edit and proofread.	18 Jun Submit to Turnitin, review report, make changes if needed.
4 Academic Integrity Week	19 Jun COUN1211 Reflective Paragraph due (500 words)	20 Jun	21 Jun	22 Jun	23 Jun	24 Jun	25 Jun
5	26 Jun Begin working on COUN1211 Essay (500 words) Understand task, brainstorm information. Book in with the Learning Hub if need help.	27 Jun Look at unit reading list for relevant sources, read, take notes, create an outline.	28 Jun Do library research to find sources, read, take notes, add to outline.	29 Jun Do library research to find sources, read, take notes, add to outline.	30 Jun Do library research to find sources, read, take notes, add to outline.	1 Jul Write essay. Continue with research if needed.	2 Jul Write essay. Continue with research if needed.
6	3 Jul Write essay	4 Jul Write essay.	5 Jul Write <u>essay</u> (intro and conclusion) Edit and proofread.	6 Jul Get feedback on draft from an Academic Skills Advisor.	7 Jul Apply feedback.	8 Jul Final edit and proofread.	9 Jul Submit to Turnitin, review report, make changes if needed.
7 Break Week	10 Jul COUN1211 Essay due (1500 words)	11 Jul	12 Jul	13 Jul	14 Jul	15 Jul	16 Jul



PLANNING AHEAD

Weekly planner



	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
7-8am							
8-9am	Counselling Class	Study at home					Study at home
9-10am			Study at ACAP	Work	Work		
10-11am							
11-12pm	Study at ACAP						
12-1pm			Organisational Behaviour Class				
1-2pm						Free time	
2-3pm							Free time or assignment writing
3-4pm							
4-5pm			Study at ACAP				
5-6pm			Intro to Contemporary Society Class				
6-7pm		Gym			Gym		
7-8pm							
8-9pm							

Add all lecture and tutorial times.

Add all other commitments (work, gym class etc.)

Identify blocks of time you can use for study or assessment writing.

Make sure you schedule in free time!

PLANNING AHEAD

Daily planner

Put your most important tasks first.

Start other tasks when your top tasks are complete.

Make sure tasks are specific, measurable and achievable.

Bad To-Do List

- ☐ Hair
- ☐ Study
- ☐ Dry cleaning

Good To-Do List

- ☐ Call Salon at 555-0550 and schedule appointment to get hair done for the wedding
- ☐ Read chapter 5 for Biology to prepare for the test on Friday
- ☐ Drop off suits for dry cleaning on the way to the gym



Things to do today	Completed
1. Read Egan ch. 6
2. Get advice from librarian about articles for assignment 1
3. Babysit Kiara 7pm
4. Call plumber
5. Do essay plan for assignment 1
6.

THE NEXT STEP

After planning... start doing



Use the timeslots in your plans wisely, remember...

Quality is more important than quantity!

- **Short time slots** (up to 30-45mins) can be used to... Review class notes, complete short readings, jot down ideas and essay plans
- **Medium time slots** (45mins to 2hrs) can be used to... Search for sources, read sources and take notes, write sections of an assignment, proofread assignments
- **Long time slots** (more than 2hrs) can be used to... Do extensive reading, write assignments, review and revise assignments.

PROCRASTINATION

Get to know it... so you can **beat** it



Why do we procrastinate?

- Fear and anxiety about the task we need to do
- There's nowhere quiet to work
- It's difficult to concentrate
- Poor time management
- Any or all of the above

Not sure why you procrastinate? Try the quizzes on our website:

<https://sls.navitas-professional.edu.au/motivation-and-procrastination>

PROCRASTINATION

Get to know it... so you can **beat** it



Reason for procrastination	Possible solutions
Unrealistic expectations & perfectionism	<ul style="list-style-type: none">• Start the task right away and do your best.• Revise later.• It's OK to fail sometimes. Ask for help to improve next time.
Fear and anxiety about the task	<ul style="list-style-type: none">• Break the task into small parts.• Set small goals.• Do one task at a time.
Difficulty concentrating	<ul style="list-style-type: none">• Work out when and where you study best.• Organise your space.• Review notes before starting to write.• Use a worry pad.
Poor time management	<ul style="list-style-type: none">• Record your use of time and categorise it.• Make a term planner, weekly schedule and daily priority list.

APPS TO HELP YOU

Get organised for anything



Habitica - uses gamification to help boost productivity and foster good habits in your daily life
Available for iOS & Android <https://habitica.com/static/front>

Forest - put down the screen and stay focused on your task. Grow virtual trees, plant real trees.
Available for iOS & Android <https://www.forestapp.cc/>

Productivity Challenge Timer aims to help you be more productive, more focused, waste less time and tracking your work habits.
Available for iOS & Android <https://productivitychallengetimer.com/>

THE **POMODORO** TECHNIQUE



①



**Decide on the
Task That
You Need to
Do**

②



**Set the
Timer to 25
Minutes**

③



**Work on the
Task Until the
Timer Rings**

④



**Take a Short
5 Minute
Break**

⑤



**After 4
Cycles Take a
15-30 Minute
Break**

ACADEMIC SUCCESS

Ten steps to academic success

1. Organise your time, space and mind for study!
2. Develop a study plan and follow it
3. Be proactive and talk to your educator if you don't understand something
4. Participate fully in learning activities
5. Embrace technology
6. Develop your networks! Find a study buddy, ask questions on Facebook, in the classroom and discussion forums
7. Start assessment tasks early
8. Get help from an Academic Skills Advisor
9. Adjust your expectations and stay focused... Believe in yourself
10. Complain and moan from time to time if this makes you feel better... but only if you are following steps one to nine!



TIME MANAGEMENT

Your current use of time – self-assessment



1. How do you feel about time management now?

- ☐ I am good at managing my time
- ☐ I feel better equipped to manage my time well during my studies
- ☐ I will have to work hard to implement the above strategies
- ☐ I am still not confident

THANK YOU

CONTACT:

Student Learning Support