



## Study methods

### ...or how to avoid working all night

- **Set goals** – what do I want to achieve? What do I have to do to make it happen? When does it have to be done by?
- **Prioritise** – what needs to be done first?
- **Set apart a place for study.** This should be private, free from noise and other distractions.
- **Set apart some time** – perhaps six days a week – for study (see overleaf for an example of how to develop a study timetable).
- **Make a weekly study plan.** Revise your work constantly and plan for submission of reports and assignments that may involve several days of work. An “average” student aiming for a pass degree should work a forty-hour week, which includes contact hours and private study.
- **Draw up a daily schedule.**
- **Keep up to date with your studies.** Revise your notes constantly as new topics often require an understanding of earlier work.
- **Do tutorial exercises** and work through examples. This often helps you highlight where an additional effort needs to be made.
- **Work through past exam papers** as it gets closer to exam time.

Adapted from: Eastaughffe, N & Cotesta, P 1994, *Q Student Manual*, Faculty of Business and Economics, Monash University, Clayton. Also available at: <http://www.buseco.monash.edu.au/publications/qmanual/ch-02.php>

#### Do I need to get help?

- If you are struggling to develop good study habits, help is also available through Community Services who run the SMART seminar series – a five week course covering learning issues such as motivation, stress and time management. For details, please contact Clayton: 9905 3156 or Caulfield: 9903 2500.

#### Other useful references

Cottrell, S 1999, *The study skills handbook*, Palgrave, Hampshire, UK.

Eastaughffe, N & Cotesta, P 1994, *Q student manual*, Faculty of Business and Economics, Monash University, Clayton. Also available at: <http://www.buseco.monash.edu.au/publications/qmanual/ch-02.php>

Fry, RW 2000, *How to study*, The Career Press, New Jersey.

Exams in LLOnline <http://www.monash.edu.au/lls/llonline/study/exam/index.xml>

<http://www.jcu.edu.au/studying/services/studyskills/git/index.html> This site has a variety of templates (daily diary, activity log, flexible timetable) that can be downloaded

Marshall, L & Rowland, F 2006, *A guide to learning independently*, Pearson Education, Frenchs Forest, NSW.

Available online at <http://www.monash.edu.au/lls/llonline/quickrefs/>



### Preparing a Study Timetable

sample study timetable (on-campus, full-time)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8-9am	GYM		GYM				
9-10am	STUDY	travel	STUDY	STUDY	travel	WORK	FOOD SHOPPING, LUNCH, CHORES
10-11		CLASSES			CLASSES		
11-12							
12-1pm	LUNCH			LUNCH	LUNCH		
1-2pm	STUDY	LUNCH	LUNCH	STUDY	CLASSES		
2-3pm		CLASSES	travel				
3-4pm			CLASSES				STUDY
4-5pm	CHORES, DINNER				travel		
5-6pm		travel		DINNER	STUDY		
6-7pm		DINNER	travel	WORK			DINNER
7-8pm	WORK		DINNER		DINNER	DINNER	
8-9pm		STUDY	STUDY		STUDY		STUDY
9-10pm						GO OUT	
10-11pm							
11-12midnight							
	6	3	6	7.5	5.5	0	6.5
							6.5

**TOTAL STUDY HOURS PER WEEK: 34.5**

SUBJECT 1 (hardest):	12
SUBJECT 2 (middle):	8
SUBJECT 3 (middle):	8
SUBJECT 4 (easiest):	6.5