



Study Skills Parent Workshop

Avoiding procrastination

- Creating life-long habits

OK. I'm going to finish
my report in an hour,
study for math, take a
break, and then start
next week's reading.

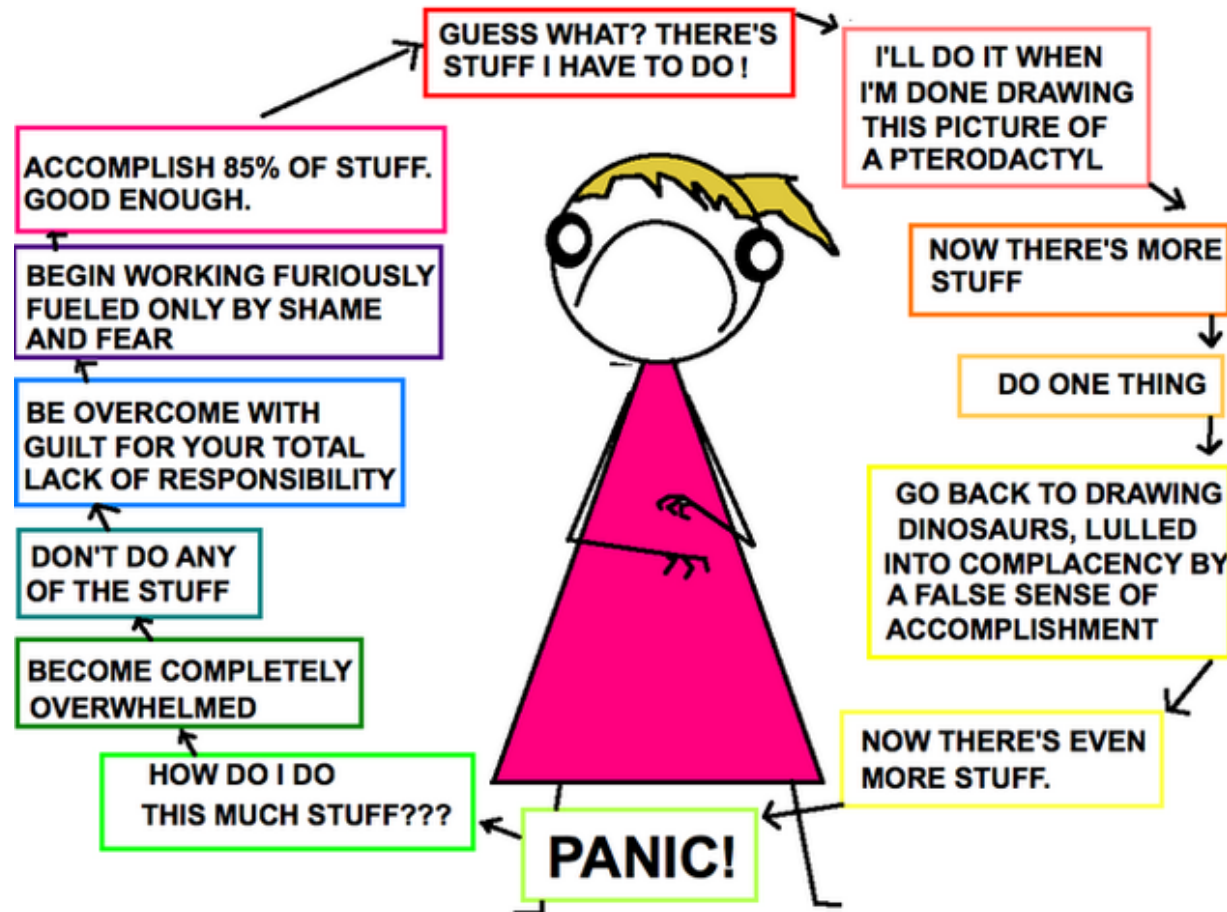


5 hours later...
I DIDN'T GET
ANYTHING
DONE.

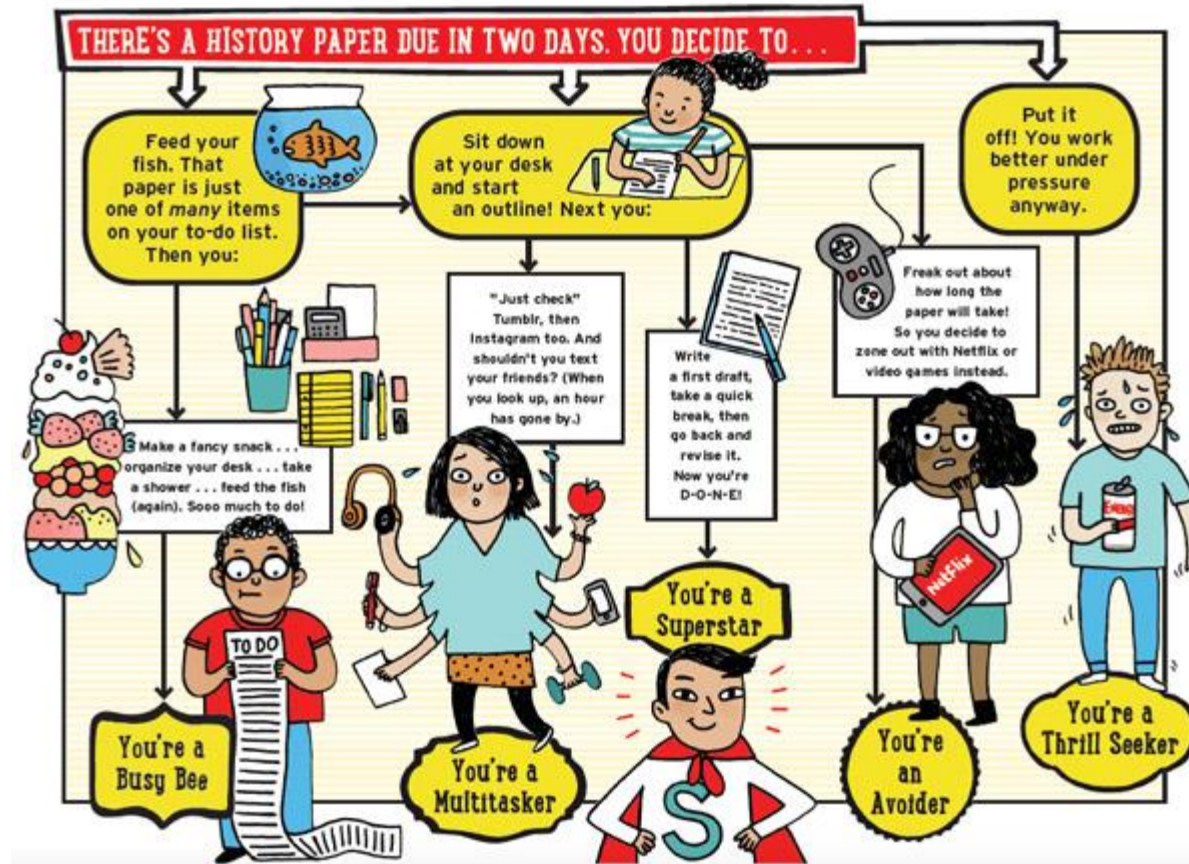




What is Procrastination?



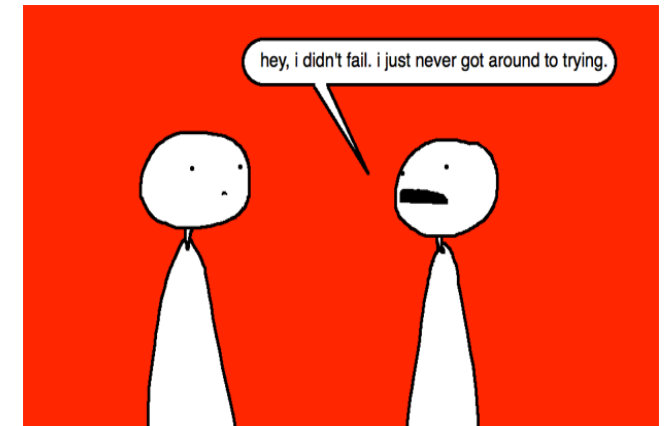
What kind of procrastinator is your student?



Procrastination is a **learned** behaviour, chronic procrastinators have ingrained certain **behavioural** and **cognitive patterns** into their way of “doing life.”

Chronic procrastinators often exhibit the following characteristics:

- Accept or even boast about being able to do things **quickly**, at the **last minute** and **under pressure**.
- Wait for a **push or a threat** of a particular outcome in order to get the momentum to do what needs to be done
- Focus on proving they can complete the task in a **short amount of time**, but show little concern about the **quality**.



Negative effects of procrastination

- Causes a perpetual cycle that reinforces the behaviour in the brain creating a habit.
- Procrastination is a behaviour that leads to stress.
- Procrastination can become so serious that it can develop into chronic procrastination.

tomorrow

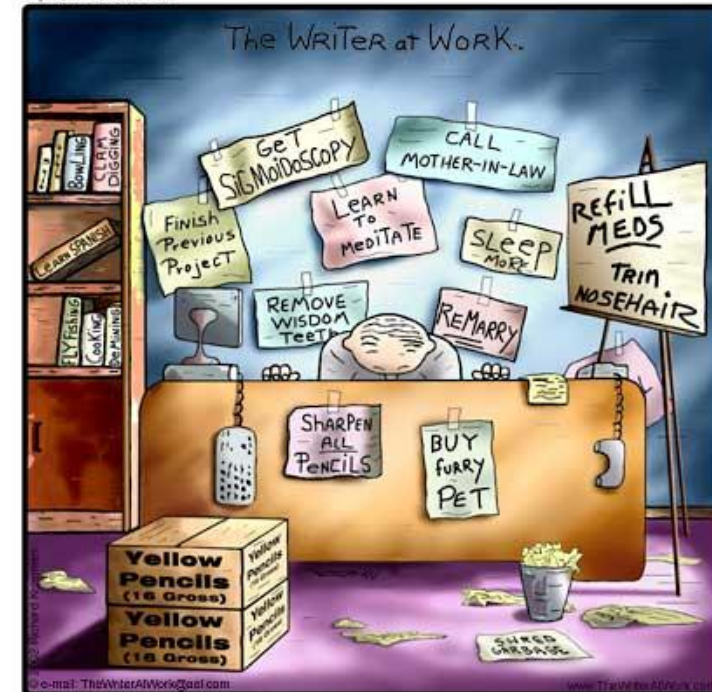
noun

A mystical land where 99% of all human productivity, motivation, and achievement is stored.

HOW CAN YOU HELP?

1. Model a focused behaviour yourself.
2. Create your own family form of the "To-Do" list, use timetables, chores charts, etc.
3. Consequences are always a great parental tool. But, equal to the idea of consequences is actually implementing them.
4. Positive consequences have equal value as negative ones. Reward good behaviour.
5. Help them to start somewhere. Anywhere.

By Richard Krzemien



Pressing tasks to be completed before beginning a new project.

Creating an effective study timetable

- That works with the whole family





Study Tips - Timetabling

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY		SATURDAY	SUNDAY
4pm						10am		
						11am		
5pm						12pm		
						1pm		
6pm						2pm		
						3pm		
7pm						4pm		
						5pm		



Negotiate some priorities

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
4pm						10am	FAMILY TIME
				FAVOURITE SHOW		11am BASKETBALL	
5pm						12am GAME	
	DINNER	DINNER	DINNER	DINNER		1pm	
6pm					DINNER	2am	
		BASKETBALL				3am	
7pm	Computer Time	PRACTICE				4am	
						5am	



Place in homework blocks

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
4pm	ENG	HPE			ENG	10am	<p>SUBJECTS</p> <p>ENGLISH</p> <p>MATHS</p> <p>SOSE</p> <p>LOTE</p> <p>HPE</p> <p>ART</p> <p>ICT</p> <p>SCIENCE</p>
	MATH	ENG		FAVOURITE SHOW	MATH	11am	
5pm	SOSE	ART			SOSE	12am	
	DINNER	DINNER	DINNER	DINNER	SOSE	1pm	
6pm	LOTE	ICT	SOSE	LOTE	DINNER	2pm	
	Computer Time	BASKETBALL	MATH	HPE		3pm	
7pm		PRACTICE	ART	SOSE		4pm	
			SOSE	ICT		5pm	



Set Specific Goals

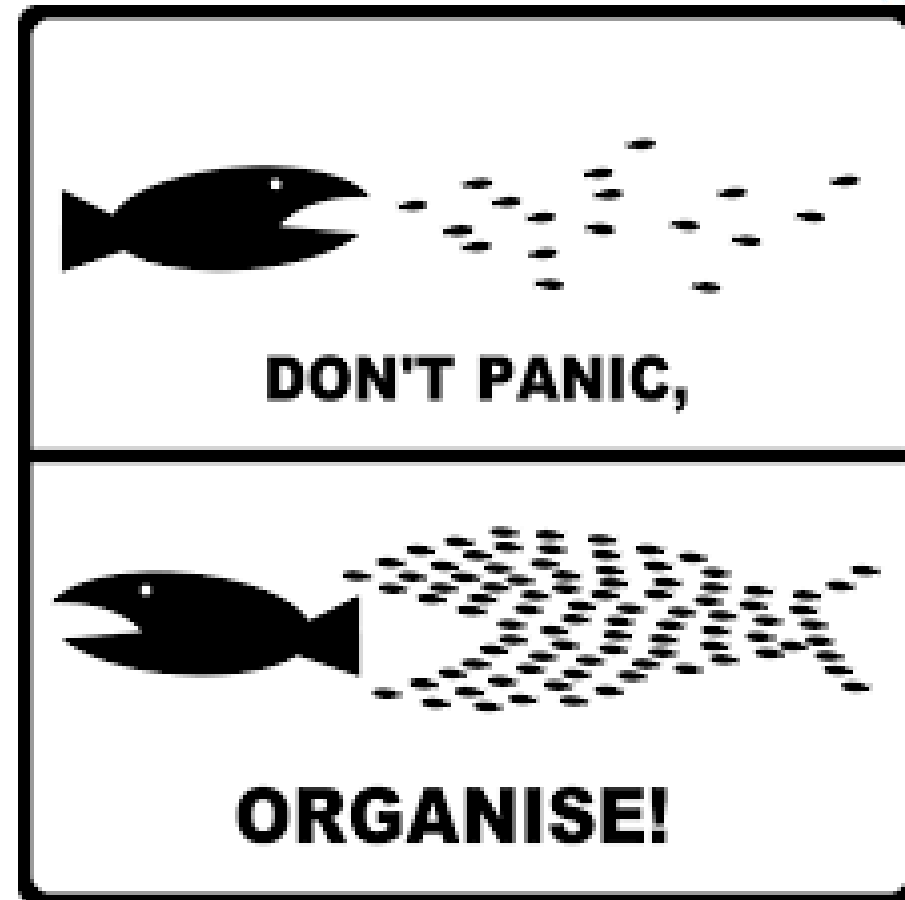
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
4pm	ENG READ PAGES 10-24	HPE Label all the bones on the diagram			ENG Write paragraph describing the respiratory system	10AM	↑
	MATH Complete exercises 6-6.12	ENG Read pages 25-40		FAVOURITE SHOW	MATH Complete exercises 7.1-7.15	11AM BASKETBALL	
5pm	SOSE Research AUS Environ "Cool Biz"	ART Complete colour wheel activity			SOSE Collate climate research in a notebook	12PM GAME	↓
	DINNER	DINNER	DINNER	DINNER	SCIE Write out scientific prediction	1PM	
6pm	LOTE Complete Worksheet	ICT Complete coding tutorial #3	SCIE Collate and organise notes	LOTE Complete Worksheet	DINNER	2PM	
		BASKETBALL	MATH Complete ex 6.13-6.20	HPE Label the muscles on the diagram		3PM	
7pm	Computer Time	PRACTICE	ART Complete colour wheel activity	SCIE Categorise organisms		4PM	
			SOSE Research AUS environment "cool Biz"	ICT Complete coding tutorial #4		5PM	

SUBJECTS

- ENGLISH
- MATHS
- SOSE
- LOTE
- HPE
- ART
- ICT
- SCIENCE

Time management

- Prioritising urgent tasks



Explaining the obvious

- The concept of time management needs to be developed.
- Unfamiliar tasks can be difficult to predict.
- Large tasks can seem daunting.
- Managing multiple deadlines is difficult.

Prioritising

- Once students get started they tend to focus on the 'fun' parts or the tasks that they understand more. These are not necessarily the parts that are the most important for their mark.
- Students can then feel demotivated when they get their draft feedback or grade.
- Understanding how to lift their grade in certain criteria can help students focus and improve on problem areas.



Assignment and test planner

SUBJECT		
CATEGORY <small>(Circle either the assignment or exam option for each section)</small>	SPECIFIC TASK	Time (Days)
STEP 1: Assignment : Research OR Exam/Test : Prepare Notes	_____ _____ _____	_____ _____ _____
CATEGORY <small>(Circle either the assignment or exam option for each section)</small>	SPECIFIC TASK	Time (Days)
STEP 2: Assignment : Write OR Exam/Test : Memorise	_____ _____ _____	_____ _____ _____
CATEGORY <small>(Circle either the assignment or exam option for each section)</small>	SPECIFIC TASK	Time (Days)
STEP 3: Assignment : Presentation OR Exam or Test : Practice	_____ _____ _____	_____ _____ _____
Total Days To Complete Tasks =		_____
Due/Exam Date : _____		
Total Time Needed to Prepare : _____		
Date I Need to Start My Preparation: _____		



Research Contents

- Students break the research needed for the project into steps, e.g. write essay thesis, two supporting articles, read the novel, plan essay structure, etc.

Write and draft

- Students start to write the first draft of the assessment, peer draft the work and submit their final draft for feedback.

Present

- Students address draft feedback, format reports, cover pages, complete and check bibliography, etc.



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STEP 1: Assignment : Research OR Exam/Test : Prepare Notes	_____ _____ _____	_____ _____ _____
CATEGORY <small>(Circle either the assignment or exam option for each section)</small>	SPECIFIC TASK	Time (Days)
STEP 2: Assignment : Write OR Exam/Test : Memorise	_____ _____ _____	_____ _____ _____
CATEGORY <small>(Circle either the assignment or exam option for each section)</small>	SPECIFIC TASK	Time (Days)
STEP 3: Assignment : Presentation OR Exam or Test : Practice	_____ _____ _____	_____ _____ _____
Total Days To Complete Tasks = _____		
Due/Exam Date : _____		
Total Time Needed to Prepare : _____		
Date I Need to Start My Preparation: _____		



3 Weeks out from exam (or ongoing through term)

- Students practice effective note taking
- Review notes regularly
- Arrange and collate notes to make connections between content



2 Weeks out from exam

- Students learn and memorise note content
- There are many techniques for memorising notes e.g. mind maps, recording notes and listening to them back, flash cards, quiz games, etc.



1 Week out from exam

- Practice
- Practice
- Practice



Using the Student planner

SUBJECT ENGLISH

STEP	SPECIFIC TASK	Time (Days)
STEP 1 Assignment - Research OR Exam/Test - Prepare Notes	BORROW 2 BOOKS READ 8-10 PAGES RESEARCH INTERNET, ENCYCLOPEDIAS, DOCUMENTARIES	1st MAR 1st MAR 2nd MAR
STEP 2 Assignment - Write OR Exam/Test - Memorise	DRAFT # 1 PROOF-READ DRAFT # 2 CORRECT CHANGES & SPELL CHECK	4th MAR 4th MAR 6th MAR 6th MAR
STEP 3 Assignment - Presentation OR Exam or Test - Practice	ADD DIAGRAMS/TABLES AND CHARTS FINAL PROOF PRINT ASSIGNMENT	8th MAR 9th MAR 9th MAR

Total Days To Complete Tasks = 10 DAYS

Due/Exam Date: FRIDAY 10th MARCH

Total Time Needed to Prepare: 10 DAYS

Date I Need to Start My Preparation: 1st MARCH

Calendar Grid:

Day	Subject	Homework	Due
03			
04		DRAFT # 1 PROOF READ	
05			
06		DRAFT # 2 CORRECT CHANGES & SPELL CHECK	
07			
08		ADD DIAGRAMS/TABLES & CHARTS	
09		FINAL PROOF PRINT ASSIGNMENT	



Use a task checklist!

- This technique works well when used with your assessment planner but time management needs to be personalised to what works for you - you may decide that the one of the strategies works just fine on it's own.

Elevate Revision Planner

Subject	Revision Activities	Deadline	Checklist
English	mind map notes on 'Lockie Lenoid'	11/3	✓
Geography	get brother to test on scaling	13/3	
History	finish notes on mummification	18/3	✓
Science	draw a flow chart for a typical food chain	15/3	
Music	practice playing a piece on the flute	20/3	
Maths	mem to test on fractions	12/3	



Week	Task to be completed	Due Date	Done
1	Tutorial 1 (ICT)	28 th February	✓
	Read Chapter 1 and 2 – “One who flew over the cuckoo’s nest”	30 th February	✓
	Write analysis of BCT scenario	30 th February	✓
2	Math exercises 4.1 and 4.2	4 th March	
	Read Chapter 3 and 4 – “One who flew over the cuckoo’s nest”	6 th March	
	Write recommendations based on BCT analysis.	10 th March	
3	Tutorial 3 (ICT)	12 th March	
	Submit Draft BCT analysis	13th March	

Plan when you will complete each task

- Students place all of the smaller specific tasks required to complete the task into each part.
- Using a Assessment planner ask students to set checkpoints for the completion of each part.
- Make students accountable for the timeline and checkpoints they have set.
- This step will work for exams also.



Step One – identify deadlines

- You can use the assessment calendar or the assignment/test planners you have created to populate this list.





Step two- backwards map

For each of these tasks, work backwards to identify when each part of the task needs to be completed
e.g. finish reading the book, hand in draft, complete section one, etc.





Step three - Arrange

Once you have all the tasks and they each have a completion date, you arrange them chronologically into checklist. As you complete each task you tick the completed column.

The act of completing items makes your brain release a chemical that makes you feel good – this boosts your motivation and makes it easier for you to continue completing tasks!

Due Date	Done
28 th February	✓
30 th February	✓
30 th February	✓
4 th March	
6 th March	
10 th March	
12 th March	
13 th March	



Effective study tools

Effective use of time and maximum memorisation.





Benefits of mind-mapping

- Brains like visual cues and colours. Brains remember in pictures so visual study aids are easier to recall.
- Mind maps allow students to collate a lot of notes into one place.
- Allows students to see their thought patterns on the page and shows the connections between different topics and ideas.



Benefits of flash cards

- Engage active recall.
- Aids Spaced Repetition
- Activates Metacognitive Faculties
- Enhances Retention
- Improves Comprehension Skills





Making effective flash cards

- Can be expensive to buy and making your own is a learning experience that allows student to research, organise and personalise the cards to suit themselves.
- Images can be cut out and glued to the flash cards or the pictures can be drawn. Artistic ability is not a pre-requisite.
- Information is then written on the back of the card. Colour coding information to the image on the front can be beneficial.

