

Empowering Academic Excellence: A Study Skills Guide

The objective of this poster is to provide students with knowledge of the key concepts and techniques that can significantly improve their learning experience. The following information will provide three main topics which can help students achieve academic success within their studies.

Developing strong organisational skills can lead to greater efficiency, reduced stress, and improved overall performance within students' academic studies. There are at least three points to examine and demonstrate how to use this study skill.

It is often said that keeping organised is an essential key skill for students to be on track with their education. According to Cottrell (2019) the way to achieve this is by breaking the main task into smaller and more simple tasks, allowing students to achieve their goals and manage their time efficiently. This can be done by using tools such as task lists, project management software or keeping track on calendars.

Other sources believe that structure and sequence is more valuable to keep students organised. The national extension college (2023) claims that students who structure their work have more focus on their subject and are less likely to be sidetracked in their studies. Students can structure their work into sections such as: introduction, main body and conclusion. This further can allow them to focus on one segment at a time and use relevant and important information for each section.

Another way to keep students organised is by using note taking skills. McPherson (2018) claims that by taking notes, students can understand the information by putting it into their own meaning, this also ensures that students avoid plagiarism noting that they must reference the information in which they are using.

Developing critical thinking skills enables students to analyse and evaluate information in which they are gathering. This is essential for problem-solving and making informed decisions when it comes to their work. The following points can suggest how this skill plays a role in students' academic studies

Memorize Academy (2017) argues that it is important that students are using concrete examples in their assignments. By using specific and significant examples that link with work, students can show tutors that definitive research has been made regarding their topic.

An equally important aspect to help students study is using skills to find and use the correct information in their work. Uwtsd (2023) says that way students can achieve and maintain this skill is by identifying beneficial and relevant information from each piece of research, rather than using the information that is not suitable. It also emphasizes that students can make informed decisions about their information that they need.



It is a well-known fact that critical thinking is crucial study skill for academic studies. Burns and Sinfield (2022) suggest that students should expand their ideas by being analytical to create a better argument in their work. An example of this would be considering whether the research students have used is relevant and concrete before presenting it into their assignment.

Others like Cottrell (2022) say that to be analytical with research, students must build their critical muscle. Students can do this by being un-biased whilst doing academic reading and writing, and to use more than one perspective in their arguments. Moreover, it demonstrates that students are able use their skills to find counter arguments further strengthening their work.

Managing stress and well-being is a significant skill for students to learn. Learning to manage stress and anxiety is important for students as it can help them maintain focus and productivity which will aid them in their studies. This can be demonstrated in the following points:

Managing well-being is a vital skill for students to practice throughout their academic studies. The NHS (2023) guides students by suggesting that they separate their work and their social time separately in order plan their assignments into manageable tasks to relieve their stress.

An equally important aspect to managing well-being is to recognise the signs of stress. According to Mind (2023) creating a 'Wellness Action Plan' can allow students to identify the cause of their stress and to focus on what promotes their well-being, allowing them to continue with their studies with less worries.

WORKPLACE WELLBEING ACTION GRID					
Personal subjective wellbeing at work	Health Physical Mental Support	Relationships Leadership Line manager Team and peers	Security Physical environment Psychological safety Financial	Development Continuous Learning Systems	Purpose Engagement Workload Job quality and autonomy
Promotion					
Prevention					
Recovery					

Steps to take in populating the table

1. What do you already do?

How well do you do this?

Where are there gaps?

2. What can be easily put in place?
e.g. free or adapting existing provision?

Where is there duplication?

3. What do people say they want?

What are the priorities?

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In addition to this, Sanderson (2019) claims that self-talk can be a way for an individual to change their own perspective on life and their well-being. Sanderson (2019) also suggests that individuals who speak positively about themselves see more benefits than those who choose to speak negatively about themselves.

In conclusion, this study skills poster has provided a skill to improve organisation and time management, critical thinking and analysis and how to improve and maintain their well-being. This condensed guide can enhance students learning strategies and help them achieve academic success.

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