

Note taking is an essential skill to have when studying, as it can help a student to understand what they are reading and researching. It is important that when notes are taken that they are not copied word for word, students should take notes but in a way that makes sense to them. By doing this it can help to gain a deeper understanding of the information that is being looked at. (Institution For Academic Development, 2023). There are three main note taking methods, these are; The Outline method, Mind-mapping method and Cornell method.

- The outline method is the simplest to use. This is where bullet point lists are used, the list will contain a main idea at the top, a subheading and examples to follow below.
- Mind-mapping is a visual diagram than has the main concept in the middle of the page and all ideas and notes surrounding the main concept.
- The Cornell method consists of dividing the page into three sections, these being; section one - notes, here will be the key notes from the lecture. Section two - cues, write down any main ideas, questions that were left unanswered or prompts for the summary. Finally, section three - summary, reflect on what has been discussed throughout the lecture, and summarise what has been learnt or what information could be key. (Jenkins, N. (2017).

By developing sound time management skills it can have varying benefits for students, for instance, a reduction in stress levels, better learning skills, development of responsibility and self-discipline. (Okorobie,D. 2023)
Students should be able to divide their time up, so they are able to have a good balance between their work, study and social life. To be able to do so, it is important to find a tool that will help with organisation. Some examples of these are; planners, diaries and academic diaries or timetables. These examples are all visual tools, they allow the user to see what assignments are due next, see a weekly or monthly view, keeping track of library book returns and making sure that they are using their time wisely to complete assignments on time. (McMillan, K et al, 2012). When it comes to time management skills, it is often that students can faced with three key issues, these are;

Planning - having unrealistic plans for studying, either over or under researching information and then ending up falling behind on writing or handing in their work.

Procrastination - procrastination comes in two forms, putting off starting research or the assignment itself, or taking break after studying for a sufficient period of time.

Perfectionism - having the ability to write an assignment to the best of abilities in the time given. There is also a flawed perfectionist. This is someone who no matter what grade is received will believe that they could have done better, even if a high grade has been received. (Moore, S et al (2010, pp. 135-148)