

Introduction :This presentation will analyze the following three study skills: time management, note-taking and critical thinking and how an understanding of these may assist students in becoming both active and lifelong learners.

Time Management

- An understanding of how I currently manage time and the ability to adapt and develop this skill to encompass my studies will be essential in being successful going forward on this academic journey.
- Moore et al (2010, pp.135) identifies three key aspects that may hinder an individual's time management.
 - Planning. The lack there of or the setting of unrealistic expectations.
 - Procrastination, overthinking a problem or just avoidance of a task or you might struggle to prioritize ideas.
 - Perfectionism, in being overly ambitious we can become stressed and loose focus.
- It maybe helpful to see if you identify with any of these to traits and the find tools that help you manage and minimize the effects if detrimental in managing your time.
- In a video called 'The Power of Habits' (2023) students from Leicester University discuss understanding the process of developing positive habitual behaviors and how this might improve independent study patterns.

Note-Taking

- With so many different strategies for note-taking how do we decide which method to adopt.
- Pritchard (2008,pp.55-56) explores converting linear notes, the writing of notes which are ordered with headings, subheading or identifiable bullet points into a non-linear diagrammatic forms: such as spidergram/nuclear notes. He suggests that by reviewing notes in this way may help to consolidate understanding and help when retrieving knowledge.
- Manick et al (2022) posits that the Cornell Note Taking method may be beneficial for the retention of information, as notes set out in a logical system and students have cues such as references or keywords as well as a summary area to review what you have learnt.
- Newcastle University Academic Skills Kit details several strategies including SQ3R which stands for: **Survey** – getting an overview understanding , **Question** - what is it you want to investigate deeper?, **Read** - actively read and question, **Retrieve** - are you to explain what you have found and **Review** - can you paraphrase this information. They suggest this technique maybe helpful when note-taking from different media

Critical Thinking

- Developing critical thinking skills is fundamental if as academics we want meaningful, logical and factual debate.
- Eales-Reynolds(2013,pp.55) states it is imperative that you have a system to evaluate a sources validity and its relevance to an argument.
- Oshiro(2018) in his TED talk on critical thinking believes that we can stimulate critical thinking and creativity by asking more higher order questions such as 'Why?' and 'How?'
- Barrow and Westrup (2023, pp4.2) points out that critical thinking is a mindset and approach that can be nurtured over time by challenging ideas, practicing scepticism and using evidence-based judgments.

Reflective Practice

- A common tread through all three skills is the ability to be reflective and to put this into practice to evolve the skill.
- In my professional role as a teaching assistant the ability to be reflective enables me to adapt and improve many aspects of my work on a daily, termly and annual basis. Furthermore, the development of reflective practice plays a crucial part in my own self-awareness and self efficiency.
- Cottrell(2019,pp.21) sets out of 10 skills, qualities and attitudes for optimal self- management. These include time management, personalizing learning and self-reflection.

Conclusion

Throughout this module a recurring theme is by having the ability to identify your personal strengths and weaknesses, you will have a better chance of developing effective study skills. There is no one way to approach study or the skills needed to study effectively instead we each need to find strategies and methods to fit our personal approach to studying.

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