

Academic digital skills (BMSW4013)  
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Today's generation is full of advanced technology and devices which can easily become distractions. These distractions can affect personal life, work and study. There are some solutions to keep you focused and motivated there called study strategies you can use this to complete task studying and work if you stay committed. There are many different types of study strategies with both positives and negatives. Most people find they leave exams, report essays up to the last minute or they procrastinate applying study strategies to your routine will help you prevent this. By actively developing good study skills and learn strategies you will achieve your goals and keep your self content and focused. Learning the strategies won't just benefit you in university it will help lead towards success having good study skills will increase and boost your self esteem confidence and competence.

The first strategy we are looking at is planning ahead. Planning a head is an efficient way of goal setting. Huijser, s, Taatgen N.A & Van Vugut M.K. (2021). The area of planning ahead: when do we prepare for the future and when is it effective? Journal Of Experimental Psychology: learning, memory, and cognition, 47(5), 705-726.

Preparing for the future during ongoing activities is an essential skill. This will help you be more prepared. The importance of planning ahead results in being proactive which allows you to anticipate challenges and tasks which will help achieve goals. Will also help reduce stress and anxiety levels when you have made a plan. It helps you be in control. A good plan leaves room for change and updates without affecting your plan. Planning ahead is beneficial because it helps prevent procrastination. You will have a plan set before you can procrastinate. You will also find that you are not backtracking as you are not abruptly starting a task or leaving it till last second simple mistakes like that can set you back miles

The second useful strategy is the Pomodoro strategy method. It's a time management technique invented by Francesco Cirillo in the 1980s who was a university student. Who went on to write a 160 page book on the pomodoro technique ( the life changing time management system), people are prompted to use this technique because of its simplicity. Set a timer for 25 minutes, study for that time, set another timer for 5 minutes and have a break repeat this method and you should be able to complete your task with ease you can also customise the time to which suits you. The rule still applies if the time still hasn't finished and you have completed the task you should use that time to reflect and go over your work and time to fix any error.

Once you are used to the technique you will find you are not worrying about other tasks and start focusing on what you have achieved and what you can achieve small wins. Healthy routines and habits teach us that to be kinder to ourselves whilst having a balanced work/rest routine that keeps your brain engaged. Tim Pynchyl, a professor in Carleton University's psychology department and the author of procrastination, health and well-being argues "our ability to start procrastinating is directly related to our ability to deal with negative emotions"

There are many benefits from using the pomodoro technique. It's very straightforward and simple, perfect for beginners, however if you use it incorrectly you will find yourself distancing yourself and becoming unfocused, unmotivated and distracted. It's also worth

knowing that the scientific evidence to back the method up is mostly theoretical and there is close to no scientific research on its effectiveness. Another downfall to this method is that it's not a good strategy to use for longer tasks.

Writer Dean Kissick describes how his perception of time changed while using the Pomodoro method for time management:

"Now that my breaks are short and fleeting, I think more carefully about what I'd like to do with them, and I've found it's quite different from the unimaginative temptations I would otherwise default to (flopping on the sofa, scrolling on my phone, becoming annoyed). Instead, I'll make a sandwich, do a quick French lesson, reply to a few texts, have a shower, go to the laundromat; and such humdrum activities, now that they're restricted, have become sources of great pleasure."

#### Reference list

Huijser, S., Taatgen N.A. & Van Vugut M.K. (2021). The area of planning ahead: when do we prepare for the future and when is it effective? *Journal Of Experimental Psychology: learning, memory, and cognition*, 47(5), 705-726.