

# STUDY FOCUS



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## **Chapter 1:**

### ***Understanding the Motivation for Studying***

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#### **Synopsis**

*“If someone is going down the wrong road, he doesn't need motivation to speed him up. What he needs is education to turn him around.” – Jim*

*Rohn*

Education is an essential aspect of life. However, not all students realize this wisdom. That is why, many of them disregard studying hard to do well in school. This only means that thinking about the importance of education alone is never enough to encourage students to study. What they need is high level of motivation.

The motivation of students has always something to do with their desire to join in the process of learning. Motivation, once done effectively, can allow students to boost their participation in school. This is similarly true when they are to study their lessons for an upcoming test or merely gaining knowledge from the past lessons.

## **Motivation is the Fuel to Study**

Getting motivated to study is not that easy as it may sound. It is hard and everyone probably experiences this during their school days. Whether you are presently a student attending school or perhaps a grown up acquiring new knowledge, it is just common to experience having lack of motivation towards studying. This is particularly true if you do not have much of an interest to the subject you are dealing with.

Luckily, with determination, willpower and few simple techniques and tips, anyone has the ability to convert their aversion into productive study motivation.

Studying could be exciting, interesting and fun. It is never good to label studying as painful, uncomfortable or boring. In this way, you will be negatively pre-framing yourself even before starting it out. You would have lost in the battle even before it started. Actually, you do not want to term it as a battle. You should consider studying as a meaningful voyage of discovery.

### **Things You Should Do:**

- **Stay Curious** - Getting interested in the subject you are studying is a good way to start. It will be easier to deal with things if you are only interested in the subject you are studying. You will be motivated naturally to read and learn about it. To be able to develop interest, you need to adopt some attitude of curiosity.
- **Set Your Schedule For Studying** - Set a schedule when you will conduct your studying and make sure it set at the right time. You can

set it every day. Plan it in advance. Set the specific time for studying and the time for relaxing or playing. In this way, you will not have to miss the fun. It is good to use the future fun as motivation for studying in the present.

- **Start/Stop At The Interesting Part** - If you need to stop to take meals, breaks or some other activities, you should plan it when you are at the easier part or fun part of a subject. Consider the parts which are more enjoyable and interesting to you. In such a way, you will stay interested and excited to carry on with studying.
- **Get Rid Of Distractions** - This is obviously a very essential factor for achieving study motivation. If you have your phone, computer, TV, bed, magazines or any other things close to you, you will easily find yourself into temptation, throwing the books aside. At least try to get rid of distractions as many as possible out of your sight.
- **Set Your Study Area** - Have a study area that is set in a comfortable environment as much as possible. The environment is playing a significant part in keeping study motivation. So, make sure that the place you will study in is as conducive as possible.

Since motivation is very important in studying, make sure to consider these tips mentioned above for a successful gaining of knowledge.

## **Chapter 2:**

### ***Study More with Proper Time Management***

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#### **Synopsis**

*“Time is the school in which we learn, time is the fire in which we burn.” –*

Delmore Schwartz

Setting your time for anything that you do is important, especially when it involves studying. Studying even in a short time period can be worthy as long as you obtain something from it. However, if you want to become more effective at studying, working with proper time management may make a lot of difference.



## **Proper Time Management Improves Studying Efficiency**

While attending school, studying and feeling stressed are completely normal. However, if you feel like your life is running down and running out of control, there must be something wrong with you that you need to address immediately. Feeling this way might normally result from ineffective management of time.

Student days are possibly the most hectic days in a person's life. Recitations, exams, projects and all combined assignments make your college life the cyclone of exhaustion. Complement to this, the idea that the majority of students hardly ever have is the quality time to spend with their families.

Their time management is largely affected by their community activities, extracurricular things and socializations. However, once not managed properly, it may have a huge impact on their studies. So, it is very important for students to manage their time properly.

With the correct skills and proper planning, you are likely to manage everything comfortably. Managing time sensibly is the skill that every student must possess.

### **Managing Time Effectively**

There are different available ways that will allow you to effectively manage your time. Here are some of them:

- Proper time management can significantly help students to carry on with their intricate lessons. It may also enable them to learn how to

set up an accurate schedule so as to acquire the possible maximum time to accomplish their work.

- Allotting sufficient time to every subject should also assist the student from preparing for every class and allocate time for each subject as required. Being provided with some time in between classes should guarantee that you never come in late to your class.
- A student may use the time to come about the ways he will utilize the period. Take note that every second counts.
- Proper management of time should help students have adequate time for their periodical exams. Keep in mind that every single quiz or test that you take demands some research and study to acquire good ratings, so make sure that you allocate enough time for them.

Lots of students are having a hard time balancing their schedules, particularly those working students. One of their priorities might be sacrificed. However, with proper time management, this issue must easily be resolved.

## **Chapter 3:**

### ***How to Eliminate Distractions and Keep Focus***

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#### **Synopsis**

*“Whenever you want to achieve something, keep your eyes open, concentrate and make sure you know exactly what it is you want. No one can hit their target with their eyes closed.” – Paulo Coelho*

Maintaining interest in studying is something most students find hard to accomplish. If you are one of those students finding it hard to get interest studying, you should know that it is vital to get rid of distractions and stay focused. Know just how to do so in this chapter.

#### **Destroy Distractions and Maintain Focus**

When you are studying, you will feel that everything else may seem much more appealing, even simply staring at your wall. First off, have a firm thought that you are going to study hard and going to get good ratings. However, thinking about this is not enough to stay focused, as there are lots of distractions that might be surrounding you.

There are so many things you have in mind, especially as you sit down to study. The technique basically lies in preventing distractions efficiently and maintaining motivation in you to carry on studying.

## How to Do It?

The roll of distractions might be endless and varied for everyone. But then, you can cope with them efficiently by employing a disciplined method along with some practical techniques as suggested by the following:

- **Choose a Comfortable and Quite Place** - Study in a place in which you feel highly comfortable. For many people, a home can be the best choice, yet when there are lots of people in it, you can go anywhere else. A library can also be a great place for studying. While it normally has a study room, you can use it. Your own school campus may also have dedicated study rooms, use these facilities.
- **Put Distracting Things Away From You** - Clear off your study table. Remove from your table the things you don't need when studying. Mess around the study room may end up being a distraction. Seeing things, such as a bill, a photograph or any unrelated book might distract you. TV and other entertainment devices might have you tempted, so keep them away or keep away from them. Put your phone on silent or ideally out of your sight.
- **Set a Timetable and Stay With It** - Set a timetable and switch between subjects which interest you and the ones that do not. Make yourself a target and at the end of each day, see if you get to attain it or not. Once you accomplish it, reward yourself. This should keep the motivation from flowing.
- **Take Some Breaks At Predetermined Intervals** - It is vital to have some breaks, before you end up feeling saturated and loosing

complete concentration. You can take at least 10 to 15 minutes break per hour or more, based on the level of your concentration. Taking breaks regularly are extremely beneficial in sustaining concentration. When you feel tired, you may wish to take longer breaks and return to studying once you feel prepared. You can also take small meals during the breaks.

- **Know When You Feel Very Alert** - Studying at the time when you feel the sharpest can be your best option. During this time, you can set the hardest things to study. After you determine your body-clock, accordingly create a schedule and stay with it.
- **Get Rid Of The Entire Distractions Internally** - Internal distractions may include emotional stress or incomplete work, which preoccupies your mind and doesn't allow you to concentrate.

Aside from these tips, you may also want to get yourself surrounded with individuals who are truly hard working. Their sincerity may simply rub off on you.

## **Chapter 4:**

### ***Getting More Rest, Not Lazy***

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#### **Synopsis**

*“Inspiration is a guest that does not willingly visit the lazy.”* - Pyotr Ilyich  
Tchaikovsky

Laziness will not reap you any good. It is a desire to become idle, to resist effort and do nothing. It is the passivity state and of allowing things to stay as they are. This act may be good for getting rest after a long hour of work, but should be intolerable once done too much, especially when you have a lot of studies to work with.

## **Kill Laziness, Don't Let Laziness Kill You**

To be able to execute your tasks, work effectively, live your life to the fullest and attain success, you should learn how to prevail over laziness. It is your enemy that you should never tolerate.

So, how do you fight it off? The following should help you do so.

- First thing you want to do is to break down your tasks into smaller ones. For instance, when you are studying, you can break down your tasks by tackling the hard ones first before the easier ones.
- Take enough (but not too much) rest, sleep and perform enough exercise. This should be considered because laziness can sometimes result from lack of energy and tiredness. So, before you engage yourself in tough studying, make sure that you have enough energy to do what you need. In addition, you may also provide your body with some exercise and some fresh air.
- Having lack of motivation might also result to laziness. So, make sure to have enough of it by considering the tips mentioned above.
- Think about the benefits of working towards your goals. You may think of what you can get once you overcome your laziness. It may also serve as a good motivation.
- Apart from the benefits, you may also think about the consequences once you continue with your laziness.
- Perform one task at a time. Focus on conducting one task at a time. When you feel of having lots of things to do, it will only result you

from feeling overwhelmed, allowing laziness to overcome you rather than overcoming it.

- Learn from the success of others. If you see that your classmates excel in your class, why can't you?

Killing your habit of laziness should be obtained through a sequence of regular activities and actions, once you choosing acting rather than staying passive. Each time you overcome laziness, you become stronger. Each time you choose acting, you boost your capability of winning, achieving goals and improving your life as a whole.



## **Chapter 5:**

### ***Simple Ways to Stop Procrastination***

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#### **Synopsis**

*“The sooner I fall behind, the more time I have to catch up.”* – Anonymous

This excerpt from an unknown author means a lot to everyone. This is particularly true to the ones who are used to the habit of procrastination. What you can do today should be done today and must not put forth till tomorrow.

If you want to become successful at studying, you should make sure you do well with effective time management. Effective time management means no procrastination.

The following are easy to follow solutions that will surely produce you with some great results. You may wish to introduce them into your daily schedule and see what they can do.

## **Avoiding Procrastination is Your Way to Do Well in Studying**

- **Plan** - The first thing you should do is to make a plan to complete your job just on time. Set up your own time management plan. Managing your time can be your key to have an organized life.
- **Divide Your Task** - Another good way to put an end to procrastination is to divide your tasks into small units. Accomplishing smaller jobs is practically easy as compared to doing the big ones. It should help you from shedding out the mental stress and accomplish your task in the much favorable way. The approach should help you in avoiding any delays with your studying opportunities.
- **Take Complete Control** - A person may end procrastination through taking complete control of his activities. You may constantly remind yourself that you have to finish studying to get good grades and scores from your examinations.
- **Manage Some Positive Attitude** - Always complement your life with positive attitudes. It is something that will guide you in everything you do. It is your positive outlook that keeps the anxiety and tension away. It should help you overcome your fears and look towards your responsibilities as they approach you. Focus your energy at the bright side and it will allow you to accomplish your task becoming successful in everything.

Nothing is very hard to handle if you only know how to organize your life. Set straight your priorities and manage your time in a productive way and expect that it will be easy for you to achieve things.

## Chapter 6:

### *Memorize Important Information for Better Results*

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#### Synopsis

*“A moment lasts all of a second, but the memory lives on forever.” -*

Anonymous

In when studying, your cognitive skills must be actively working. Your mind has to accept and accept things for you to use such information for future examinations. In this case, effective memorization is highly required.

People who know how to memorize important facts, details and perhaps even simple tidbits usually shine in school. This also holds true to those people at their works and in their person lives. While a few people are gifted with the photographic memory, there are some who have to work a bit harder so as to make the most of the same outcomes.

A few of the finest ways to memorize just about anything includes knowledge of memorization tactics, mnemonic tools as well as other tips and tricks of a memory trade. Coping with learning how to recall and memorize information accurately and effectively could mean good and higher scores on your tests and examinations.

## **Effective Memorization Means Good Ratings**

Acronyms might be helpful when using mnemonic devices for remembering vital pieces of information. For instance, when you have to memorize the sequential colors of the rainbow, using an acronym may great help. This form of memory device is functional for assisting a student to remember everything he needs to memorize for an exam. The technique here the utilization of the initial letters of every word included to a form a new word, which represents all of them. Once the technique turns out to be efficient, the words that the acronym stands for would easily be recalled once needed.

You may also form sentences based on the initial letter of every word, which has to be memorized. This technique is the one known as acrostics. When your created sentence is simple enough, you should be able to recall it in an instant. It can be a great technique for the ones who wish to recall musical scales. Hence, it is very effective for your music subject.

In terms of memory recall, practicing makes it perfect. Repetition may be a good way to remember everything from the long lists of formulas, details and important facts. Similar with what you do with the ABC's when you memorize it during your childhood. You may read important information for several times and see just how your memorization skills improve.

Considering all these ideas should reap you good scores from your exams or recitations. So, make sure to keep them in mind.

## Chapter 7:

### *Using Flash Cards for Accelerated Learning*

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#### Synopsis

*“The more that you read, the more things you will know. The more that you learn, the more places you’ll go.” – Dr. Seuss*

Learning does not merely involve thinking. To be able to learn effectively and comprehensively, you have to make use of the different tools and devices that will help you boost learning. One of the common tools to use is flash cards. Learn how to use them for accelerated learning in this chapter.

Flashcards stay to be one of the finest tools used to memorize information. A common way to make flashcards is through the use of index cards. As a student, you may simply write a related question about the subject and then place the answer for that question on the other side. After which, you may test yourself repeatedly.

However, you have a number of ways to do in order to change the process and accelerate your learning from it. One way to do this is to fit in color into the process of making the cards. For instance, when using flashcards to learn about a certain foreign language, you can use blue color for masculine words while pink color for the feminine ones.

Using colors may also be a good way to indicate irregular and regular verbs in the foreign languages. This color coding technique is particularly useful for students who are tactile or visual learners.

## **Flash Memory with Flash Cards**

Computer-generated cards may also be used to boost the process of learning. Students may type the list to form question cards, have them cut out, and place in the answers manually on their back sides. Tactile learners can surely take advantage from this process because writing the actual answers becomes really a part of the process of learning. So, when you find that filling out the answers on the flashcards manually works best for you, you may just repeat the printing process of the list and having the answers written.

If you wish to utilize the cards repetitively for the whole school year, you can have them laminated. You may keep blank card at hand for taking notes in the class. Once you hear a vital term, you may write it down on the card immediately and have the answers added later, once you study. The process motivates you from reinforcing the information you attend to the class.

When studying through the use of flashcards, you can form a tiny check mark on the side of the ones you get correctly. Once you've made 2 or 3 marks on the card, you may place it within the separate pile. Continue through the main pile till all cards receive 2 or 3 marks.

You can cut up poster boards to form very huge cards. They come in several colors, thus giving you the chance to use them to allocate particular meanings.

Make sure to take advantage from these tips on using flash cards while studying to see just how useful they are for accelerating learning.

## Chapter 8:

### ***Prioritize Your Studies and Retire Yourself from Too Many Social Activities***

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#### **Synopsis**

*“Truthfully, the most important thing in life is knowing what the most important things in life are, and prioritizing them accordingly.” – Melchor*

Lim

Everyone has their individual priorities, but not all of them know which is the most important among them. Students might know that studies is their first priority, but do not get to successfully accomplish it. While many students engage themselves in too many social activities, most of them normally overlook their priorities.

As a student, you must already know how to prioritize things. You should know that your studies are more important than socializing. Socializing is also good at times, but spending much of your time in it is never a good idea. This is especially true if you are still a student.

Alerts, alarms, lists, bells, warnings, and reminders are sounding off from your clocks, computers and phones, all prompting you to remember. Keep in mind the date, the schedule, the term paper, the tests, and all. The dissonance of the bells is sufficient to let you unplug those useful assistants and silent them for good.

## **Studies First Before Anything Else**

The whistles and bells might help you remember of doing something, yet they are not useful in setting your priorities effectively. To learn prioritizing your tasks, you can depend on the traditional method known as “the list”. However, do not halt with the typical “to-do” list. It may help you organize your tasks and priorities.

Prioritizing skills are considered as the person’s capability to determine which tasks are more vital at every moment and offer those tasks more time, energy, and attention. You give emphasis on the things that are essential without regard for activities with lower value.

So, if you are a student who is responsible enough of your actions, you will realize that your studies are more important than socializing. As a student, you should know that your first priority is your studies and not to expand with socialization. It is not bad to socialize, in fact, it is healthy. However, having too much of it that you even overlook your priorities is never a good idea.

Instead of wasting too much of your time and energy socializing, why don’t you strive to have good grades and high ratings on your exams by spending enough time studying. Spending too much time studying might not eliminate your social life. If you want, you can even combine your studies with socialization by forming a study group. In this way, you can sustain studying while socializing with your group mates through collaboration.



## Chapter 9:

### *Form a Study Group, Not Group Gossiping*

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#### Synopsis

*“Study is the bane of childhood, the oil of youth, the indulgence of adulthood, and a restorative in old age.”* – Walter Savage Landor

Sometimes, a student is unable to absorb the important lessons in mind due to the tempting acts of the people around him/her. Gossiping is a common act among students that has to be addressed, as it can greatly affect the learning capability of anyone. This is especially true when using study group as your method towards studying. Learn to form study group rather than group gossiping.

## **Form a Group to Study, Not To Gossip**

Most students will likely prefer to study within a group, as studying with it should provide a range of strengths and points of views. There is no single person who can accomplish everything well. But, a team of students collaborating together may acquire great outcomes with a shorter time period.

Rather than wasting your time mingling with a gossip group, why don't you aim to do well in class by collaborating and participating in a study group? Simply think about the benefits and results you can obtain from improving your knowledge through a study group.

### **Tips for a Successful Study Group**

Once you make a decision of forming a study group, you have to set up some guidelines or rules so as to avoid your group from alleviating enthusiasm. The following suggestions may help you do so:

- Restrain the group to 3 to 6 students to obtain great results. Hearing too many voices in the group add confusion.
- When there are 8 or more students interested about joining the group study, just form 2 groups and then combine the membership once in awhile. It will avoid making hurt feelings and prevent having a weaker and stronger group.
- Do not consider restricting yourself to studying merely with your friends. Choose smart individuals who perform homework when the thing you intend is to increase your grades.

- Set up a regular time and place for meeting and motivate one another.
- You can also give a name to your group. It should offer the group with the stronger identification and motivate participation.
- During your initial meeting, you may encourage every member from talking about their strengths, which will make the group better.
- Take turns when acting as the group moderator in order to maintain the discussion on topic. A moderator must speak up when the conversation shifts too distant from the assignment.
- Predict quiz questions and test one another.
- Produce a prize or code word for fine ideas. Everyone appreciates receiving some recognition. Think about a small reward or special word to congratulate the members of the group whenever they procure a “zinger”.
- Produce a friendly word for those members who slack off. Make use of it as a sign to motivate them to do better.

By consider these tips in forming a group study, you should avoid forming a gossip group, but rather a developing and productive one.

## **Chapter 10:**

### ***Studying With Mind Mapping Techniques***

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#### **Synopsis**

*“To acquire knowledge, one must study; but to acquire wisdom, one must observe.” - Marilyn Vos Savant*

Studying does not merely involve plain reading. It also demands certain techniques that will help you maximize the potential of gaining knowledge. One of the common techniques used when studying includes mind mapping. What is it? Find out in this chapter.

## **Effective Techniques for Effective Studying**

Mind mapping is the technique, which maximizes the use of the person's brain power and enables you to study and preserve information more efficiently. Because of this characteristic, mind maps have been recognized to be very efficient once utilized for studying.

Mind maps function in similar concept that of our brain and mind, through processing and retaining information in the visual way. It may take the fundamental idea of the ways your mind organizes information, ideas and thoughts to produce a structure that allows easier learning and recalling.

For instance, suppose you have a thought about your school. From such basic word, a number of connected concepts will eventually emerge. You will think about your lessons and your classroom. Those factors are connected with the word "school", so your mind comes up with the images. It is how the mind map functions. It places the basic concept in the middle, and then produces connections based upon it.

In the milieu of learning and studying, it become a more efficient method of recalling things, as it doesn't rely on learning through taking notes or rote. It discards the entire concepts and depicts upon the fundamental concept used by your mind. If the pressure of recalling is drawn away and the concepts are permitted to organize by themselves, they intend from flowing freely with no one needing to pressure them so as to follow by. Hence, it normally becomes easier for you to recall study material even more clearly.

## **Using Mind Mapping**

You study for an exam, feeling confident that you are topping it. Then, once you finally take your seat for the exam and a certain point within the answer falls out your mind, you may find yourself forgetting about everything which follows.

This is exactly what occurs once you learn through rote. It is without knowing the fundamental concept close by. If you focus on understanding the root of the topic, you will find that there are really some better chances of recalling everything without having to beat yourself over it. This is just how mind map works. It assists you in understanding the fundamental concepts and thus assists you in learning and retaining more information. This is the perfect scenario in terms of studying.

Depending on your requirements and personal preferences, it should be easy for you to come up with a functional mind map. In fact, there are many people who come up with more advanced ways to draw those maps. Even though they may use various techniques, still, they are running on the common objective. This is to plan and formulate the lesson plan to aid retention and learning with the goal of total recall. Try bringing the idea into action and you will surely see that your capability towards learning and understanding will greatly improve.

With this eBook, you are certain that you can keep focus and achieve the best grades in class. So, never underestimate the above tips and you will figure out how valuable they are.