

# TAKING RESPONSIBILITY FOR MY OWN LEARNING JOURNEY

*During COVID-19*



# While ... Keeping in Touch

## Stay Responsible & Informed

- Keep abreast of developments
- Use reliable sources;
- Be kind and look out for each other.
- Those who get the virus need our support.

## Stay Positive & Calm

Talk to family and friends

Get information from a reliable source

Avoid creating anxiety

A time to pay attention to yourself - extra sleep,  
eat nutritious foods and get some exercise

Practice relaxation techniques

Laughter is good medicine!

## Stay Active & Connected

Create new routines. Plan for the day

Include –

- basic daily activities
- physical activity
- Housework
- Social activity – with family, with friends on-line
- Enjoyable and creative activities;
- Some school work



[https://www.education.ie/en/The-Department/Announcements/advice-to-young-people-while-schools-are-closed.pdf?utm\\_source=newsletter\\_979&utm\\_medium=email&utm\\_campaign=draft-useful-resources-newsletter-3](https://www.education.ie/en/The-Department/Announcements/advice-to-young-people-while-schools-are-closed.pdf?utm_source=newsletter_979&utm_medium=email&utm_campaign=draft-useful-resources-newsletter-3)

# PLANNING MY WORK – WORKING MY PLAN

## AIMS OF THIS PRESENTATION

**WORK  
SMART**

To help you to stay responsible & informed, active & connected, positive & calm during this period of COVID-19 pandemic

To help you view this time as one to build and develop your own independent study skills ahead of college life.

To highlight the importance of structure both to your DAY and to your APPROACH TO STUDY

To remind you of the need for:  
A GROWTH MINDSET  
CONSISTENCY  
BALANCE – “EVERYTHING IN MODERATION”  
HEALTH & WELLBEING  
Staying CONNECTED

To emphasise that STUDY is but ONE part of your life.







# WORK TO YOUR LEARNING STYLE

## VISUAL

## AUDITORY

## KINAESTHETIC

### Visual

- Posters
- Mind maps
- Post it notes
- Note taking
- YouTube clips
- Colour coding
- Timelines
- Grids/Tables/Charts
- Fact Lists
- Facebook Profiles

### Auditory

- YouTube clips
- Dictaphone
- Discussions
- Question/Answer sessions
- Mnemonics
- Revision songs/rhymes
- TV Programmes
- Revision Videos
- Listening to music whilst revising
- Study Groups

### Kinaesthetic

- Note taking
- Copying out notes
- Games
- Talking-Walking Study
- Re-enactments
- Trace words with finger
- Doodling
- Trips and Visits
- Construct posters and other revision resources



# DESIGNING MY DAILY TO-DO-LIST

1

Be Clear, Be Precise.  
Cover each subject area fairly in terms of time allocation.

2

En.sure your 'To Do List' is manageable

You need 'success' and 'CLOSURE' at the end of the day.

3

Always schedule the tasks you don't particularly like FIRST. Why?  
You have a clear head and good energy.  
Successful completion propels you forward for the day.

4

Factor in

- 1) Initial exercise;
- 2) Breaks – be it every half hour/ 40 mins.
- 3) Healthy breakfast, lunch, evening meal.
- 4) Turn OFF all devices ... social media.
- 5) Leave mobile in another room.

5

OWN YOUR SPACE

**DO NOT DISTURB:**

- A) Me
- B) My workspace
- C) My texts/ worksheets, charts
- D) My room layout

6

THINK 'TO-DAY'  
WORK 'TO-DAY'  
PLAN FOR 'TO-DAY'  
in the grand scheme of the week.  
Good work to-day flows on to progression to tomorrow.

7

START early.  
TIMETABLE  
holistically – not just 'study'.  
Factor in BREAKS.  
Quit at set time.  
Be CONSISTENT





# Planning Sensibly – Learning to Learn

3

## IMPLEMENT

Avoid the illusion of competence  
Take action to implement learning.  
Poor action is better than NO action.

4

## SHARE

Best way to learn something is to share it. This helps your brain to pay more attention, affirms you in your grasp of the topic.

## REFLECT

What is the take-away?  
How can I use my learning in life, work, family?

2

1

## Shallow –v- Deep Learning

For true mastery you need to focus more on output than simply input  
**USE IT OR LOSE IT**  
Avoid multi-tasking  
Turn off phone – notifications kill momentum when learning.  
Quality of input determines quality of retention and recall i.e., output



# NURTURE A GROWTH MINDSET





## 10. SLEEP

## WORK SMART

Specific  
Measurable  
Attainable  
Relevant  
Timely

9. Timetable

1. LEARN IN CHUNKS

8. Workspace

2. RR READ RECALL

7. Mnemonics &  
Associations

3. SPACED REPETITION

6. SQ 3R  
Scan-Question  
Read-Recite-Review

5. TEACH TO LEARN

4. NOTES



# 1. CHUNKING

The human brain tends to remember incomplete tasks much better than it does completed tasks. So, in taking a break, your brain will process that unfinished task when you get back to it. In the 2<sup>nd</sup> lot of study you are going to achieve much greater clarity.

- Chances are you may not have finished a topic – excellent opportunity - The Zeigarnik effect suggests that students who suspend their study to perform unrelated activities (such as studying a different subject or playing a game), will remember material better than students who complete study sessions without a break (McKinney 1935; Zeigarnik 1927).

## The 'POMODORO' technique

The Pomodoro Technique is a time management method developed by Francesco Cirillo in the late 1980s. The technique uses a timer to break down work into intervals, traditionally 25 minutes in length, separated by short breaks.

Repeat the 'pomodoro technique' x 3 taking a longer break on third iteration. Benchmark your learning span – if may be longer than 25m Find what is best for you.



## 2. RR/ Read Recall

Mind-map associations for future recall. Check accuracy with teacher.

Scientific studies –  
20% Read  
80% Recall



Association: Relate what you are learning back to a concept you have learned previously. The SMART 20/80 approach.



Persistent reading, without break, results in brain tiredness and inattention. Read a concept. Close book. Ask yourself a question – Try to answer it in your own words.





# 3 SPACED REPETITION

1

Avoid slaving over one topic for the entire day. study one concept and then change topic. Return to original topic later or perhaps next day.

2

Go over one concept a little, then switch to another concept. Repeat pattern over a few days.

3

Through 'spaced repetition' the mind learns better. Repetition helps embed the information.

4

Varying topics / subjects aids interlinkages to be found between topics & subjects and is a great way to solidify your understanding.





# 4 NOTES

1

Take notes during class

2

Go over class notes immediately after class and while fresh in your mind.

3

Browse notes, add to and edit while still fresh. Highlight areas of confusion. Confer with teacher at next class.

4

Think longterm – When you return to these notes later

- 1) they are clear and relevant,
- 2) it saves you time
- 3) Points of association with other areas learned become more apparent.



# 5. TEACH TO LEARN

1

Study like a teacher  
Think like a teacher

2

You will then begin  
to anticipate which  
are the important  
QUESTIONS from  
that topic.

3

Scientifically proven fact:  
By teaching someone you  
are helping yourself learn  
better.

4

TEACH-TEST-MIX  
Teach someone/puppet  
Test yourself frequently  
Mix up your subjects/  
mix your topics - find  
inter-relations.





## 6. SQ 3R

# SCAN – QUESTION- READ/RECITE/REVIEW

REVIEW / spaced  
repetition over  
period of time

RECITE

Scan chapter  
Browse / Cover all  
headings

Go to Questions. Read once  
before reading the chapter

READ / 20-80% rule

Read the chapter ... bearing  
the questions in mind.



## 7. Mnemonics & Associations

**REVIEW** / spaced  
repetition over  
period of time

A **mnemonic**, also known as a memory aid, is a tool that helps you remember an idea or phrase with a pattern of letters, numbers, or relatable associations. **Mnemonic** devices include special rhymes and poems, acronyms, images, songs, outlines, and other tools.

**RECITE**

The weirder the  
image the stronger  
the association!

Coined Sayings:  
Sin: Opp/Hyp  
Cos: Adj/Hyp  
Tan: Opp/Adj

**READ** / 20-80% rule

Neologisms are newly coined terms, words, or phrases, that may be commonly used in everyday life but have yet to be formally accepted as constituting mainstream language.

Neologisms can be completely new words, new meanings for existing words or new senses in existing words e.g. 404, crowdsourcing, spam, geobragging, app, noob





# 8. PLACE

1

## FIXED / STANDING

- Bright, airy, warm, well ventilated space. Quiet, **Bedroom? Study?**
- Do you like to study at a Fixed place/Fixed time
- Stand up bench option
  - Combination

2

## MOVING

Study in different places  
Some people recall material best through association with location where it was learned

3

## ACTIVITIES

Others like to:

- Walk Around
- Pace up and down
- Use gestures while learning
- Recite/Recall aloud
- Background music
- Juggle



## 9. TIMETABLE

Smart  
Planning is  
key

See sample  
Timetable

Plan your  
week, your  
day, down to  
the last hour

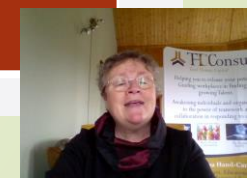
Planning offers  
A clear overview of  
what needs to be  
done.  
Direction.  
A framework.  
Security.

The brain is more  
productive when it  
knows exactly what  
it has to do and for  
how long.




# Sample TIMETABLE

TIME	ACTIVITY
6.30am	Wake up, Wash, Have a fruit/dry fruit and drink water
7-7.50am	<b>Session 1:</b> Revise a difficult topic
7.50-8am	10 mins. Break, hydrate, fresh air
8-9am	Subject 1 – difficult topic (cont'd)
9-10.30am	Exercise, relax, shower, eat healthy breakfast with proteins
10.30-12.30pm	<b>Session 2:</b> Solve a Practice Test – Subject 2
12.30-1.30pm	Break, healthy snack e.g., fruit, sprouts
1.30-2.30pm	<b>Mark your practice test; analyse areas of deficit</b>
2.30-3.30pm	Lunch, rest, nap (increases alpha waves in the brain). Check msgs
3.30-5.30pm	<b>Session 3:</b> Study again – different subject (No. 3)/ watch productivity! So, use Mindmaps, Flashcards, Tables, Diagrams ...
5.30-6.30pm	1 hour break / Call a friend/Go on short 20 min walk
6.30-7.30pm	<b>Session 4:</b> New Subject – go back to subject 1 or 2 / Not 3
7.30-8.30pm	Dinner – high protein, fibre and greens
8.30-10pm	<b>Optional – review/ memorisation session. Tidy study area. Relax. Bed by 11pm. 7-8hrs sleep. Ensure sleep hygiene – no phone in room = undisturbed sleep</b>







## Sample TIMETABLE – less intensive day

TIME	ACTIVITY
8am-9am	Wake up, Wash, Have a fruit/dry fruit and drink water
9-10.30am	<b>Session 1:</b> Take stock of work done/ NOTE work outstanding/ Areas causing confusion / material for memorisation - across all Subjects. Org. material for learning.
10.30-11.30am	Exercise, relax, shower, eat healthy breakfast with proteins, carbs. Etc.
11.30-1.30pm	<b>Session 2: Practice Exam Question/observe time allocation etc.</b>
1.30-2.30pm	Break, healthy snack e.g., fruit, sprouts
2.30-3.30pm	<b>Mark your practice test; analyse areas of deficit – future plan</b>
2.30-3.30pm	Lunch, rest, nap (increases alpha waves in the brain). Check msgs
3.30-5.30pm	<b>Session 3:</b> Organise Mindmaps, Flashcards, Tables, Diagrams in preparation for deeper learning of areas still outstanding ... Review class notes. Identify cross curricular blending of learning.
5.30-6.30pm	1 hour break / Call a friend/Go on short 20 min walk
6.30-7.30pm	<b>Session 4: Memorisation session OR Trial 'Essay' writing.</b>
8.30-10pm	<b>Organise study area for next day. Bed by 11pm. 7-8hrs sleep. Ensure sleep hygiene – no phone in room = undisturbed sleep</b>





# Sample 'Normal' Day Plan



TIME	ACTIVITY	Tick when complete ✓
9.00	Breakfast/Wash/Dress/Get ready for school work	
10.00	Schoolwork	
11.00	Fifteen minute break – relax (healthy snack and listen to music/check phone)	
11..15	Schoolwork	
12.00	Exercise & jobs in the house	
1.00	Lunch & enjoyable activity	
2.00	Schoolwork (followed by a short break)	
3.00	Schoolwork	
4.00	Enjoyable activity & physical activity	
5.00	Enjoyable activity & jobs in the house	
6.00	Dinner time (& tidy up)	
Evening Plan	Family time & relax	

<https://www.education.ie/en/The-Department/Announcements/plan-your-day.pdf>



SHOULD I STUDY  
LATE AT NIGHT  
OR EARLY IN THE  
MORNING ?

The earlier you sleep on a  
night before a written exam  
the better you perform

Sleep is  
brain food

7 hours  
typically

10.





# ACHIEVING BALANCE

1

## SLEEP

Sleep is food for the brain

#1 Avoid Caffeine, Alcohol, Nicotine, and Other Chemicals that Interfere with Sleep

#2 Turn Your Bedroom into a Sleep-Inducing Environment

#3 Establish a Soothing Pre-Sleep Routine

#4 Go to Sleep When You're Truly Tired

#5 Don't Be a Nighttime Clock-Watcher

#6 Use Light to Your Advantage

#7 Keep Your Internal Clock Set with a Consistent Sleep Schedule

#8 Nap Early—Or Not at All

#9 Lighten Up on Evening Meals

#10 Balance Fluid Intake

#11 Exercise Early

2

## WELLBEING

Eat well  
Exercise  
Enjoy showering,  
bathing, make-up  
and looking well

3

## COMMUNICATION

Keep lines of communication open

Stay in touch with family and friends

Use phone and social media appropriately



# BEST OUTCOMES

**BALANCE**  
In all aspects  
of life

**WELLBEING**  
Good health  
Optimism  
Happiness  
Communication  
Connectedness

**SUCCESS**

**CONSISTENCY  
PERSEVERANCE**

