

there's more than one way to study

a multiple choice study guide

There isn't a one-size-fits-all approach to studying.



Sometimes we may use a studying method not because it's the best fit for us, but because we're of the belief it's the 'correct' way to study. Whilst there are methods that are more effective than others, what works for one person might not work for another and that's okay.

This guide covers different aspects of concentration and time management, presenting you with multiple different methods and tools so you can find the one that works best for you. A list of relevant resources and support has also been included.

time management

methods for remembering important dates
and general planning and scheduling

Notion



A **digital space** with a **wide variety of features** that enables you to have **all your important information in one place**.

Pro: Free for personal use.

Con: Need to learn how to use it (although free tutorials and templates are available online).

Bullet Journal



A personal organisation method in which you **use different techniques to record information, plan and more** within a journal.

Pro: Can keep all your information in one place.

Con: Perfectionism can negate its usefulness.

Planner

A **pre-designed planner** may reduce the likelihood of issues with perfectionism, but there may also be less flexibility with how much and what information you can include within it.

You could also try

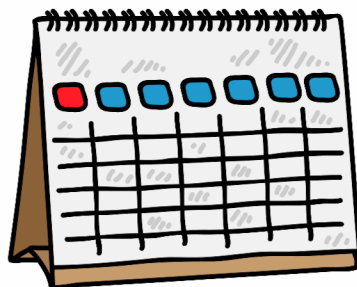
- Finding a **planner-based app** for your phone.
- Utilising the **calendar/to-do list functions** on applications like **Outlook**.

do you struggle with 'out of sight, out of mind'?

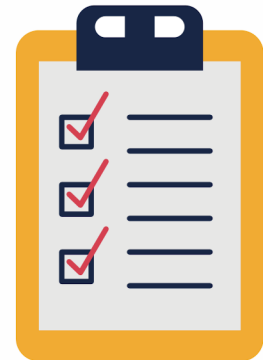
You could try:



Scheduled reminders



Wall planners
(annual and/or monthly)



Having a **daily schedule on your wall**



time management

methods for **time allocation** and **task-specific planning**

To-Do Lists

To-do lists enable us to establish the tasks we need to complete. **Sub-bullet points** enable us to break the tasks down further, providing us with the steps we need to take to complete the bigger task.

Timelines

Creating a **timeline** enables us to establish the amount of time each task and sub-task may require, which can aid with: managing our pre-assessment time effectively; ensuring we meet our deadlines; and task prioritisation.

Time Blocking

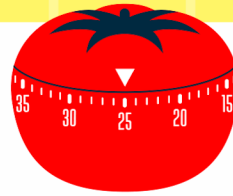
A time management technique that involves dividing your day into 'blocks' of time, dedicating each 'block' to a specific task.

Pro: Can aid in planning your time more effectively.

Con: Can be difficult to accurately estimate time required for a task.



Pomodoro Technique



A time management method in which you work for twenty five minutes, take a break for five, then repeat. A 15-20 minute break is taken every two hours. Some find twenty-five minutes too short, but will use this method with other time amounts (eg. work on task for fifty minutes, break for ten).

time management

methods for measuring time

Forest

Using this, you can set a timer of up to 120 minutes and build a digital forest of trees through studying uninterrupted for set amounts of time. Website blocking is also a feature.



TIDE

Using this, you can set a Focus timer of up to 180 minutes, and you have access to a variety of background sounds and noises that can play throughout.



Visual Timers

Visual timers can be useful if you have difficulties with 'time awareness', enabling you to 'see' how much time has passed and how much time is left.



concentration

Are there places you find it easier to concentrate in than others?



If you prefer to study in the Library but face barriers to accessing the library on-campus, you can access other university libraries, including

DMU, through the **SCONUL Access Scheme**.

You can apply for SCONUL Access at:

sconul.ac.uk/sconul-access

You could also **sign-up at your local library**.

Cafes and related establishments are also an option if you want to study outside of your home, but this will often involve a cost.

If you're studying from home

Is there anything you could change about your environment that could aid in improving and maintaining your concentration?

Examples:

- an uncluttered space
- moving to a different room (if this is an option)
- creating a nice and comfortable space

Regardless of where you're studying

How does sound affect your concentration?

Consider your environment. If noise is an issue, are there times that tend to be quieter? Is there anything you can do to try and limit the noise? Is there another space or location you can use that's quieter?

What you're listening to. Does having something playing help you concentrate? Is there anything you could change about what you're listening to?



Other concentration methods to try

Incentives. Provide yourself with an incentive to concentrate on studying by deciding on a reward you can have afterwards.

Carry out an activity between leisure time and studying, helping your brain to transition from one to the other.

Body doubling. In this method, you complete your work alongside someone else (a 'body double') as opposed to alone to enable better focus and make you more likely to complete the task.

Website blocking software and apps. This can help if you are really struggling to avoid web-based distractions. Cold Turkey can be used for this, but there are also other options.



resources and support

Students' Union Advice Service

Provides free and impartial advice as well as support to students on a range of issues, including but not limited to: academic appeals; academic and non-academic misconduct; complaints; and more.

Phone: 0116 223 1132

Email: advice@le.ac.uk

Academic Skills Centre

As well as having a lot of helpful online resources, they can provide in-depth, one-to-one support through booked study consultations.

Website: le.ac.uk/library/academic-skills

AccessAbility Centre

Offers support and advice for students with dyslexia or other specific learning difficulties. They also work with students who have sensory disabilities, mobility difficulties, mental health conditions, long-term conditions and autism.

Phone: 0116 252 2002

Email: accessable@le.ac.uk

Inspiration 10

A visual thinking tool for creating mind maps, concept maps, outlines and more that you can access for free from the Software Centre.