Tips for effective studying

1. Planning

- **Find your ideal time**: figure out when you study best – some people prefer mornings, others have the most energy in the evening.
- **Plan your time**: write down the tasks you need to complete.
- **Estimate how long tasks will take** and set priorities based on urgency and importance.
- **Don't forget to schedule breaks and fun**.
- **Reward yourself**: after completing a task, give yourself a small reward.

2. Tips for More Effective Learning

- Pomodoro Technique **(time management method):** study for 25 minutes, then take a short break. Repeat.
- Mind Maps **:** a visual tool for organizing of information and showing connections between them.
- **Artificial Intelligence (ChatGPT, Gemini…)**: upload your notes and let AI quiz you on the material. Always verify the information provided.

Identify your learning style:

- Understanding your learning style can help you choose the most effective study methods. Here are a few steps to identify your style:
  - Observe your learning habits: do you prefer visual aids (charts, pictures), listening to explanations, or hands-on activities?
  - Try different methods: note-taking, drawing diagrams, reading aloud, or interactive activities. See what works best for you. You discover that you are a **visual, auditory, kinesthetic, or reading/writing learner**.

Text formatting:

- Increase font size, use sans-serif fonts (for easier reading), and left-align text for better readability.
- Use colors and highlight important information.

3. Effective Work with Text

Use the **SQ3R Method**:

- **Survey** – explore the content and structure of the text.
- **Question** – ask yourself: What do I want to learn?
- **Read** – read the text, focusing on finding answers.
- **Recite** – summarise the text and formulate your answers.
- **Review** – go over everything and repeat.

4. Technical Tools

Automatic transcription:

- For Android devices:
  - Live Transcribe
  - Word (Dictate)
- For iOS devices:
  - Microsoft Translator - Group Transcribe functionality (converse feature). Demonstration video.
  - Notes for iOS - not specifically designed for automatic transcription but can also be used for voice dictation (microphone icon on the keyboard).

More tips and info about automatic transcription and other tools are available on the NaNUK website .

Working with text

- MS Office - Word
  - Immersive Reader - a built-in part of MS Word. Demonstration video .

- Google Chrome Extension
  - ADHD Reader - highlights the beginning letters of words. Works only on web pages. Demonstration video .
  - DyslexiaFriendly - allows you to set the font, add a focus bar for better orientation in the text (you can set the color, width and transparency of the bar). Works only on websites. Demonstration video .

- Focus Window - dims the page and highlights only the focus bar, which can be controlled with the cursor. Works on web pages and PDF files opened in a browser. Demonstration video .

5. Study Strategy Training

Do you want to discover which learning method works best for you? Use the Study Strategy Training service .