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# Effective study methods

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## 1. Planning

- Find the ideal time: find out what time of day you study best - some people study best in the morning, others have the most energy in the evening.
- Schedule your time.
- Create a daily or weekly study schedule.
- Write down the tasks you need to complete.
- Break large tasks into smaller ones.
- Estimate the time needed to complete the tasks and determine the order of urgency and importance.
- Be sure to include time for rest and fun in your plans.
- Reward yourself! And don't forget to take regular breaks.

## 2. Tips for more effective learning

- Pomodoro technique (time management technique): study for 25 minutes, take a short break. Repeat.
- Mind maps : a tool for visually organizing information and showing the connections between them.
- Artificial Intelligence (ChatGPT, Gemini...): upload your notes to an AI and let it create a questions for you to answer. Always check all information provided by the AI.

### Identify your study type:

- Identifying your study type can help you better understand which learning methods are most effective for you. Here are some steps that can help you:
  - Observe your learning behaviour: observe what works best for you. Do you prefer visual aids such as diagrams or pictures, or do you prefer to listen? Or do you need to do something actively to learn?
  - Try different methods: try different ways of studying - for example, note-taking, drawing diagrams, repetition or loud or interactive activities. What you like and what works will tell you a lot. You can find out what type of learner you are (visual, auditory, kinesthetic, reading/writing).

### Text editing:

- Increase the size of your fonts, use sans fonts (they are clearer and easier to read), left-align your text.
- Use color to highlight important information in your text.

## 3. Effective work with text

### Use the SQ3R method:

- Survey - explore the structure of the text. Determine what the text is about.
- Question - what are the questions the text will answer?
- Read - read the text, concentrate on finding answers to the set questions.
- Recite - summarise the text and formulate answers to your questions.
- Review - summarise and repeat .

## 4. Technical aids

### Automatic transcription:

- For Android devices
  - Live Transcribe
- For iOS devices
  - Group transcribe - can also be used for group transcription. Demonstration video .
  - Notes for iOS - not specifically designed for automatic transcription but can also be used for voice dictation (microphone icon on the keyboard).

### 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**

Need to find out what learning method works best for you? Use the [Study strategy training](#) service at CU.