

Pacific Institute of Family Education Presents

Guest Speaker
Mr. Adam Quan

Study Skills for School and *Beyond*

Strategies for the old and new normal

Why Study Skills?

1. Why are study skills important?
2. Why do you want to know how to help your children develop effective study skills?

Goal of Today's Session

1. Affirm what you know about study skills
2. Learn new information, ideas, and perspectives about how to help your children study effectively
3. Question and reflect on your children's work and study habits
4. Consider new ways on how to support your children in their learning

Study Skill Strategies

- 1. Setting clear goals**
2. Being organized
3. Demonstrating self-discipline
4. Learning from mistakes
5. Practicing self-care

1. Goal-Setting

- What is a goal?
- How is it different from a dream or wish?

Wishes vs. Goals

Wishes are “vague dream[s] that we hope will happen to us”.

“I wish to be rich”, “I hope to be successful”

Goals are “clear dreams which become achievements because we make them happen”.

“I plan to study for 3 hours daily”

“I intend to exercise for at least 30 minutes each day”

S.M.A.R.T Goals

S - Specific	Is it a precise goal?
M - Measurable	Can you track your progress?
A – Attainable	Is it a reasonable goal?
R - Relevant	Why are you doing this?
T – Time bound	When will it be achieved?

Example: Elementary Student

Sample goal/dream:

“I hope to be an outstanding learner.”

Q: Does this goal fit with the *SMART* acronym?

Example: Elementary Student

Sample goal/dream:

“I hope to be an outstanding learner.”

Revised goal:

“I will finish all of my assignments this year at least one day before they’re due to avoid rushing through any work. To do this, I will list all of my assignments in order of their due date and work through them accordingly. I will spend 15 minutes every Sunday night to figure out which tasks need attention in the coming week.”

Example: Elementary Student

S - Specific	Is it a precise goal?	"I will finish all of my assignments this year at least one day before they're due to avoid rushing through any work." The specific goal set is to finish all tasks one day before they're due.
M - Measurable	Can you track your progress?	The student will know his/her progress with the passing of each assignment's deadline.
A - Attainable	Is it a reasonable goal?	"I will list all of my assignments in order of their due date and work through them accordingly." By being organized with a list of assignments and a schedule for completing them, the goal setter has made an achievable goal.
R - Relevant	Why are you doing this?	Completing tasks before they're due is a suitable way to avoid submitting work that has been rushed.
T - Time bound	When will it be achieved?	The deadline for this goal is threefold: 1) one day prior to each assignment's due date 2) every Sunday night 3) the end of the school year.

Sample Steps for Achieving

Revised Goal: For in-school learning

1. Writing down homework assignments in agenda at school at the end of the day
2. Asking teachers any questions about assignments if unsure about what to do
3. Ensuring all homework-related materials are brought home
4. Starting homework immediately when arriving home
5. After finishing homework, packing all school materials in school bag before going to sleep

Sample Steps for Achieving Revised Goal: For online school learning

1. Checking online classroom platform (e.g., Google Classroom, Microsoft Teams) daily for assigned work
2. Asking teachers (by email) any questions about assignments if unsure about what to do
3. Ensuring all homework-related materials are available online or in school email
4. Starting each assignment when it is assigned and completing it during school hours
5. Emailing/submitting each assignment and all necessary files to teacher(s) on time

Example: Highschool Student

Sample goal/dream:

“I hope to make it into university/college.”

Q: Does this goal fit with the *SMART* acronym?

Example: Highschool Student

Sample goal/dream:

“I hope to make it into university/college.”

Revised goal:

“I will successfully apply to the Faculty of Science at UBC by January 15, 2021. To do this, I will create a weekly schedule for studying and completing my assignments in order to meet the university’s requirements.”

Example: Highschool Student

S - Specific	Is it a precise goal?	"I will apply to the Faculty of Science at UBC by January 15, 2021." The goal is to apply for a specific part of a particular school.
M - Measurable	Can you track your progress?	The student will know his/her progress as the deadline for assignments passes and as he/she receives final marks in each required course.
A - Attainable	Is it a reasonable goal?	"I will create a weekly schedule for studying and completing my assignments." By setting up a weekly timetable, the student has made it possible to achieve this goal.
R - Relevant	Why are you doing this?	The student will make the time and effort to study and finish assignments which is crucial to being successful in courses that are necessary for post-secondary.
T - Time bound	When will it be achieved?	The deadline is clearly stated in the goal. (January 15, 2021)

Sample Steps: For Highschool Student

1. Learn what UBC Sciences requires for admission
2. Carefully select courses that will meet the admission requirements
3. Attend all classes, complete all tasks, study for tests
4. Seek regular support from teachers and/or counsellors with assignments/applications
5. Complete application and submit by the deadline

Summary of Goal Setting

Help your children by:

1. Identifying what their **hopes and dreams** are and use them to develop clear goals (using the S.M.A.R.T. acronym)
2. Objectively assessing what your **children's abilities** are and consider what they need to do to reach a certain goal (breaking the process into steps)
3. Discussing with your children **their progress** and help them be open to changes in direction

Study Skill Strategies

1. Setting clear goals
- 2. Being organized**
3. Demonstrating self-discipline
4. Learning from mistakes
5. Practicing self-care

2. Being Organized

- What is a priority?
- Why organize?
- Why manage our time?

What is a priority?

- Something that is considered as more important than another

Why organize?

- Organization tends to involve the arrangement of things such as personal materials, notes, thoughts, belongings, etc.
- This is important so that it is **easy to access** what you need and when you need it

















Why manage our time?

- Important because it helps one determine how much time can be reasonably allotted to each task/activity with the intention of not spending too much or too little time on it.

Suggestions to help your children

1. **Determine** what is most important to help them be successful in the short term and long term
2. **Decide** what is necessary to keep in terms of their school materials, belongings (physical and digital), etc.
3. **Create** a weekly timetable that includes their regular activities (e.g., sleep time, meal times, screen time, etc.) and schedule specific times for studying/homework, breaks, chores, etc.
(Organizational tool: **Eisenhower Decision Matrix**)

The Eisenhower Decision Matrix



Study Skill Strategies

1. Setting clear goals
2. Being organized
- 3. Demonstrating self-discipline**
4. Learning from mistakes
5. Practicing self-care

3. Demonstrating Self-Discipline

What is self-discipline?

The ability to manage how you feel, handle your faults, and perform what you believe you need to do despite any challenges

Suggestions for helping your children to demonstrate self-discipline:

1. **Encourage** them to keep their goals in mind and what they have to do to achieve them (e.g., remind them using post-it notes or posters with positive messages)
2. **Guide** them when they prioritize new tasks and events (e.g., ask them questions about what tasks/activities they think are important and why; see if they have the right tools to perform their tasks)
3. Help them to **eliminate** distractions (e.g., social media, video games, TV, etc.)
4. **Remind** them to follow their schedules, use their allotted time well, and take breaks
(tool: **Pomodoro Technique**)

THE POMODORO TECHNIQUE[®]

A SIMPLE METHOD TO BALANCE FOCUS WITH DELIBERATE BREAKS

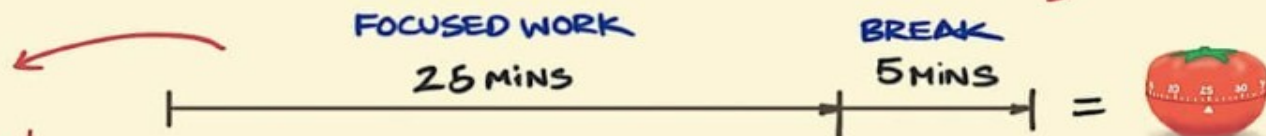


- 1 PLAN YOUR TASKS
How many pomodoros might you need?

- 2 DO 1 POMODORO
Time for 25 mins then take a 5 min break

NO SNEAKY
WORKING!

PROTECT
YOUR POMODORO!



- 3 REPEAT x 4 POMODOROS
Then take a longer break



Study Skill Strategies

1. Setting clear goals
2. Being organized
3. Demonstrating self-discipline
- 4. Learning from mistakes**
5. Practicing self-care

4. Learning From Mistakes

- How do your children rebound from a poor performance?
- How do they improve on what they're doing?
- Why is feedback important? What makes good feedback?

How to give feedback to your child:

- Focus on the content/behaviour/performance
- Address the positives and challenges
- Give specific details
- Look at what he/she can control
- Offer feedback at the right time (e.g., in private)
- Offer continuous support

What to teach your child in order to receive feedback effectively:

- Listen
- Focus on the feedback given, not the person speaking
- Be open (e.g., having a growth mindset)
- Understand what is said (e.g., asking them to rephrase)
- Reflect
- Follow up

Suggested guide for giving feedback:

“2 stars and 1 wish”

2 stars: Highlight (up to) two positive things

1 wish: Identify one thing that needs improvement

Study Skill Strategies

1. Setting clear goals
2. Being organized
3. Demonstrating self-discipline
4. Learning from mistakes
- 5. Practicing self-care**

5. Practicing Self-Care

What is self-care?

The practice of taking action to preserve or improve one's own health

Why is self-care important?

Self-care is important because it encourages you to maintain a healthy relationship with yourself so that you can do things well, particularly for others. You cannot give to other people what you don't have yourself.

Types of self-care:

1. Physical self-care

- Exercising, healthy eating, sleeping for at least 10 hours a day

2. Mental self-care

- Leisurely reading, playing board games (e.g., chess, Scrabble, Monopoly)

3. Emotional self-care

- Writing in a journal, listening to music

Types of self-care:

4. Social self-care

- Spending time with family, connecting with friends (physically distanced in person, on the phone)

5. Spiritual self-care

- Praying, taking time for self-reflection, spending time in nature

6. Practical self-care

- Organizing one's closet

Suggestions: Practicing Self-Care

Helping your children:

1. **Schedule** time for daily self-care in their timetables
2. **Check in** with them to see that they actually take the time to perform their preferred activities that contribute to their own wellness
3. **Perform** self-care activities ***as a family***

Study Skill Strategies

1. Setting clear goals
2. Being organized
3. Demonstrating self-discipline
4. Learning from mistakes
5. Practicing self-care

Bibliography

1. Kwiatkowski, Andreas. (2017) Eisenhower. Retrieved from <https://www.eisenhower.me/eisenhower-matrix/>
2. Cirillo, Francesco. (2020) "The Pomodoro Technique." Retrieved from <https://francescocirillo.com/pages/pomodoro-technique>
3. University of Waterloo. Centre for Teaching Excellence. (n.d.) "Receiving and Giving Effective Feedback." Retrieved from <https://uwaterloo.ca/centre-for-teaching-excellence/teaching-resources/teaching-tips/assessing-student-work/grading-and-feedback/receiving-and-giving-effective-feedback>

ADDITIONAL RESOURCES

WorkBC resource:

<https://www.workbc.ca/Resources-for/Resources-for-Counsellors-Teachers-Parents/2018-WorkBC-Parents-Guide.aspx>

Education Planner BC has a wealth of information. A great resource for parents:

This is a schedule of presentations for each school district. Regarding the posted dates, please contact your local school district for current information:

<https://www.educationplannerbc.ca/plan/start/parents>

<https://www.educationplannerbc.ca/search>

<https://www.educationplannerbc.ca/plan/start/planning>

Pacific Institute of Family Education
www.pife.ca