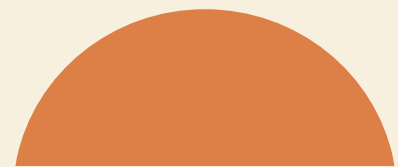
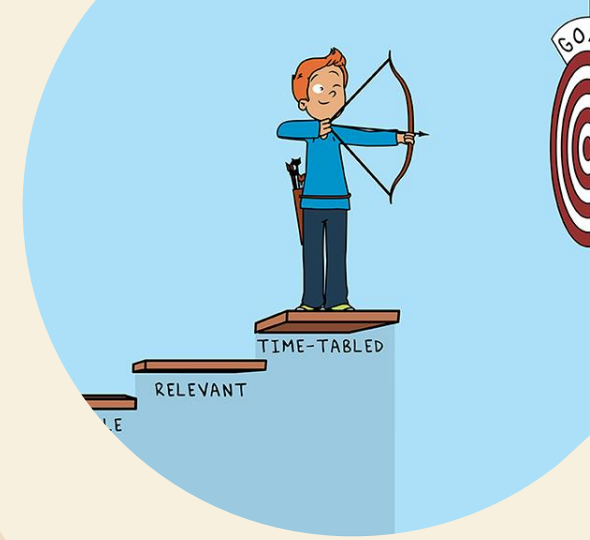


Time Management

Goal Setting & prioritizing

Efuntomi Wosu, AFHEA
Doctoral Researcher



Hi,

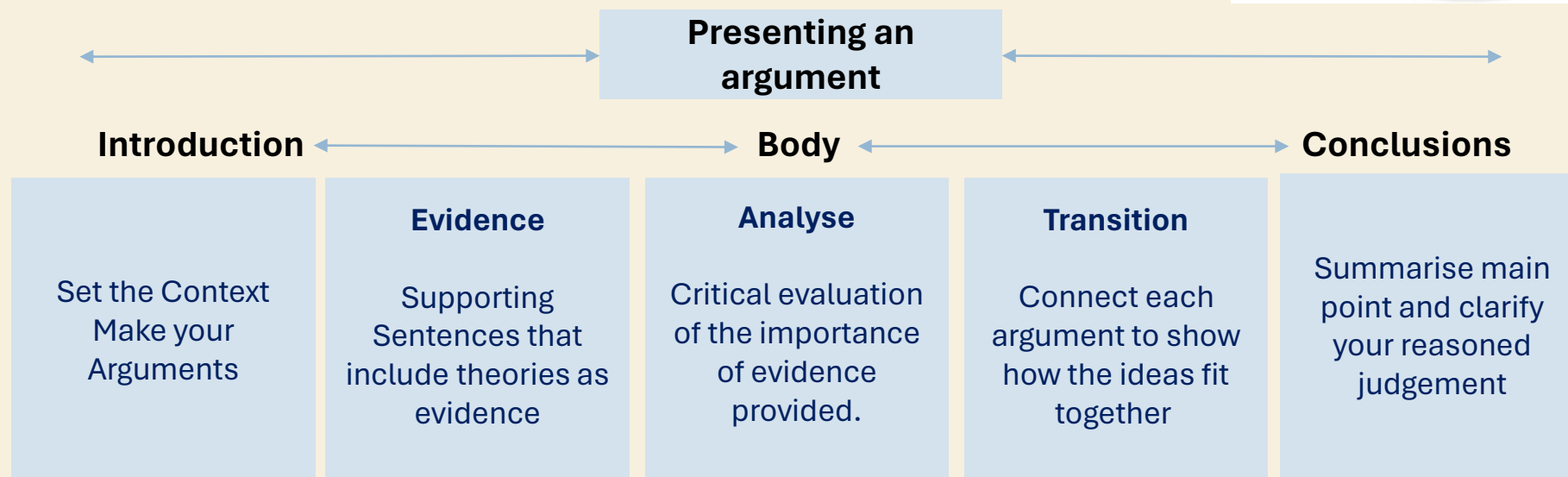
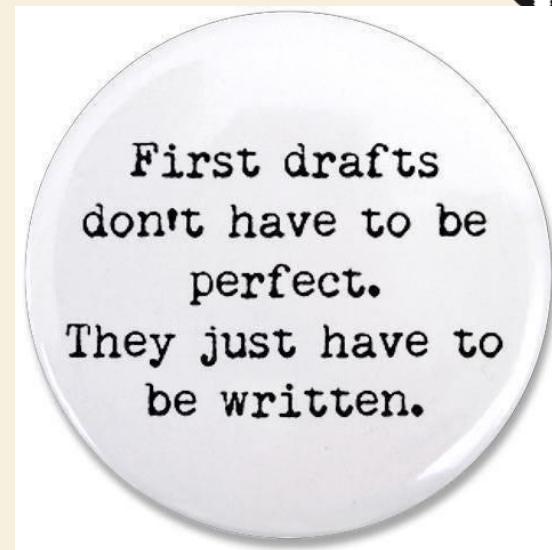
I hope you are keeping well. My name is Efuntoni, I am the Access Reading PhD tutor for the Business subject strand.

If you came to the in-person Access Reading event you might recognise the guides linked in this deck of slides, as I included them in your pack. These guides have been designed to help you develop your study skills for university.

There is one about taking exams and another about revision techniques. I hope they are helpful if you're preparing for exams either now or in your future studies. There are a range of other guides as well.

Thanks!

Study Skill 1- Guide Series



Article: <https://www.ucas.com/file/62641/download?token=sZT0YGZN>

Study Skill 2- Guide Series



Time Management

Know They Self

Instructions or Try it out yourself
Alone or With others
One at a time or Multi-tasking
Leader or Follower

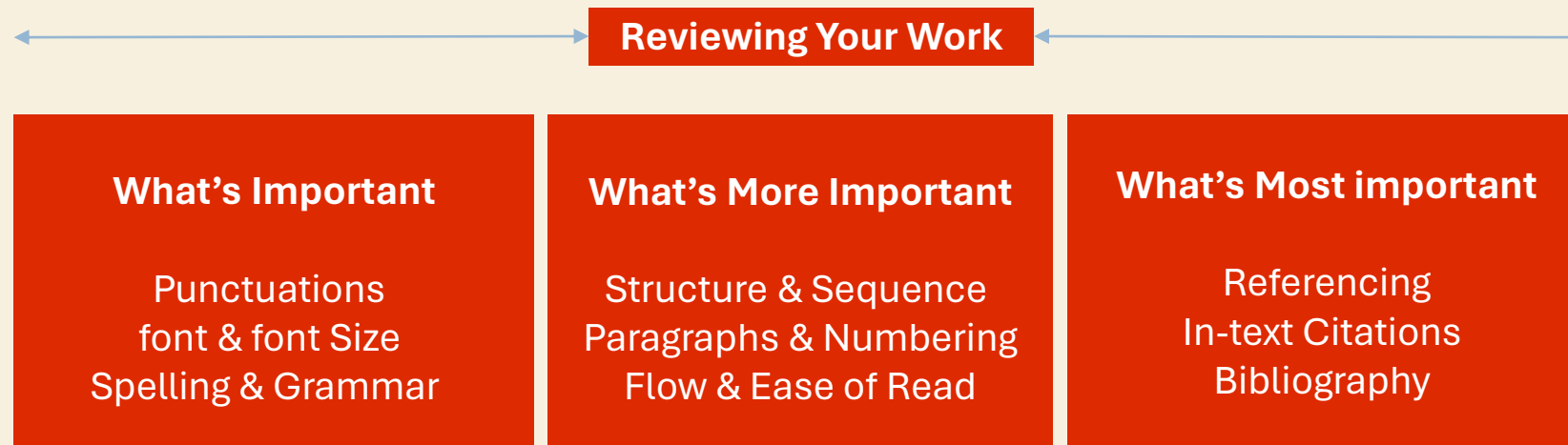
Goal Setting

Make a list - **Specific**
Decide what’s important - **Measure**
Break it into chunks - **Achievable**
Link each step to your goal – **Relevant**
Determine when to do it & for how long - **Time**

Take Stock

Note what you know &
what more you need to learn
Summarise complex idea
Teach your peers something you
understand

Study Skill 3- Guide Series



Article: <https://www.ucas.com/file/62651/download?token=-B95nl9t>

Study Skill 4- Guide Series



Essay Writing

What's Important

Write an essay plan
Draw up a reading list
Read & Annotate then
Highlighting key points

What's More Important

Identify Key verbs
Brainstorm
Note down key ideas
Draw Mind maps

What's Most important

Write
Edit & Rewrite



Article: <https://www.ucas.com/file/62656/download?token=jMwTJ11i>

Study Skill 5- Guide Series



Taking your Exams



What's Important

Read the Assessment
Criteria
Read the Syllabus
Understand the rules

What's More Important

Answer the Question
Follow the instruction
Keep to the word count
limit

What's Most important

Write your Name & Student
Number on your script

Article: <https://www.ucas.com/file/88681/download?token=gagXzQMZ>

All the best!

accessreading@reading.ac.uk

