

GUIDELINES TO STUDYING BETTER AND ACHIEVING A HIGHER PERFORMANCE



DIVIDE YOUR STUDY TIME INTO SMALLER PARTS

It is best that the time you **spend studying** is **no longer than 30 minutes**. It is easier to assimilate information in short and repeated time periods than in a long and continuous ones..

CREATE A ROUTINE

Propose a doable **study schedule** and **follow it**. Approaching learning in an organized way will help you not waste study time.



MAKE CHARTS AND SUMMARIES

This system will help you **to establish relationships** between the concepts, visualize the most important aspects and understand the content better. It will also **help you to set the key concepts**.

DISTANCE YOURSELF FROM POSSIBLE DISTRACTIONS

You need to **stay away from all distractions** (mobiles, social networks, TV, tablet, etc.) during your study time, as they can appear suddenly and at any time. If you do it right, you will not be tempted.





PREPARE ALL MATERIAL BEFORE YOU START

If you have **prepared all the material you need**, you will **not be distracted**. You will also gain time, effectiveness, confidence and peace of mind.

PROPOSE STUDYING AT LEAST ONE STUDY UNIT PER SESSION

If you **make a study plan** you will be clearer about what you have to study. **Organize each study session with a part of the subject**. It is easier to learn related information than scattered and unordered information.

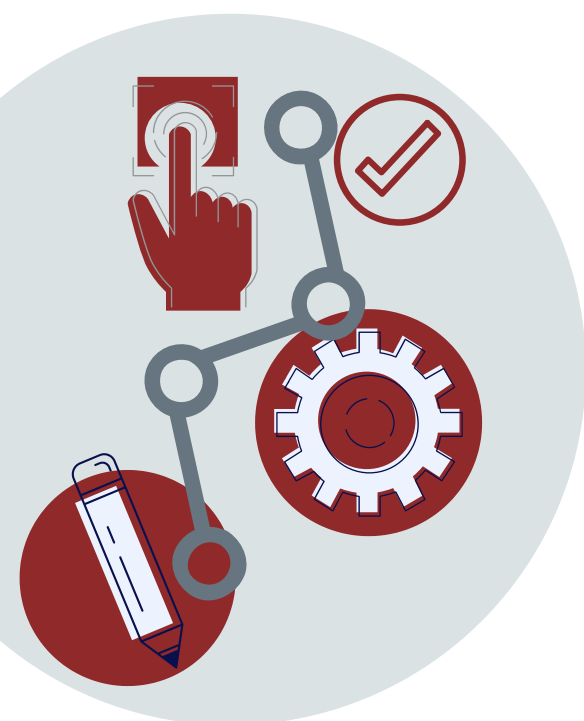
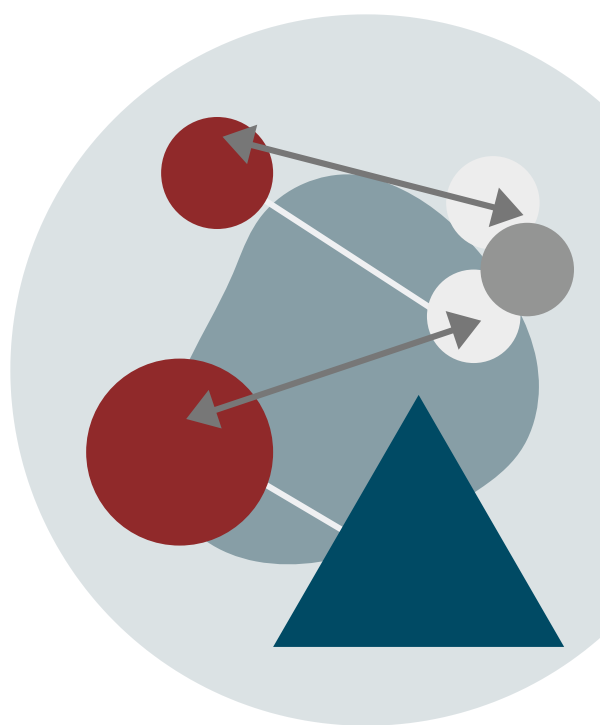


DO NOT MEMORIZE LITERALLY

It is highly recommended to learn meaningfully. **You need to make your own information** about the texts you study because this is how you will really understand the contents.

ESTABLISH RELATIONSHIPS BETWEEN CONCEPTS

It is worthwhile **establishing relationships between the concepts**, for example, similarities and differences



SELF-ASSESSMENT

In the Virtual Campus classroom you will find very useful activities, such as the self-assessment questionnaires, which will help you **to review and check whether the time you have spent studying** has paid off and determine your learning acquisition lev.

EXPLAIN THE SUBJECT OUT LOUD TO SOMEONE ELSE

Explaining the subject to someone else in your own words can be very beneficial. Mentally reviewing everything you have studied and **giving it consistency will help you assimilate it better.**



SHARE YOUR DOUBTS

If you have any questions about the topic you are studying, it is recommended to use the forums available in the virtual classroom because the answer is sure to help the rest of your classmates. **Together we can learn!**

DEVELOP HEALTHY HABITS

We recommend that you **develop healthy habits** like doing physical activity, eating a healthy and balanced diet, reducing stimulants such as caffeine, and sleeping **for 7 to 8 hours a night.**



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