Welcome.
Organisation

There are a series of common tools and activities that improve organisation and task completion: Things like to do lists, post it notes, calendars or diaries.
Increased efficiency

And as with all things, computers simply increase the efficiency, speed and scale with which things can be done. This includes organisation and effective study.
With the busy lives we all lead, a vital skill to help our young people develop is basic calendar maintenance. Organising the precious time they have to achieve the things they want to. Put in academic, cocurricular, sport, part time work, and study time. Even set alarms to start and end some events. And stay tuned for an upcoming announcement about STL calendars which we hope will make everyones life a bit simpler.
Make a to do list for your day, week, month or just a constantly updated and prioritised list. Many notes apps now sync across devices too so you can update on your phone and find it on your tablet or laptop.
All students do have access to a school provided web based diary, to do list, timetable system in App4. All parents can see their students diary too.
The Multitasking Myth

Demo – ABC..., 123..., A1B2C3...
The human brain simply cannot multitask with even relatively simple cognitive things! We can do cognitive things shortly after the other and this gives the illusion of multitasking. Unfortunately, each ‘task switch’ costs time and lots of task switching adds up to lots of time lost.
Turning notifications off

This is one of the golden tips especially when we consider the multitasking myth. Turn off notifications on the phone, tablet and laptop when studying.
Files and Folders

- Consistent naming.
- Start with the year and month.
- A folder for each subject with sub-folders.

Name files appropriately. Store files in appropriate folders. This kind of thing may sound obvious – but you’d be surprised how many students don’t do this.
Online document storage is now a wealth of choice. And the free online productivity suites of software available from Apple, Google and Microsoft are very good.
Podcasts and YouTube

A fantastic use of time when it comes to study is the use of educational media. If your child finds themselves regularly in a situation where sitting down at a desk is impossible, they can still get great benefit from an audio podcast or video content. Staff may be able to direct students to content but also encourage students to find material that clicks with them. There is so very much stuff out there these days.
Flashcards are also a great study tool, and they are increasingly cross platform and students can store their flashcards in the cloud.
The teaching staff have, over the past year or so, created an absolute gold mine of educational resources like past exams. Your students are directed to this in their classes so it can be worthwhile to remind them that it can be a valuable first port of call for some study sessions.
Forming good habits

All of the things I have spoken about are not difficult. But to be truly effective they must become habits – that is a behaviour that is repeated regularly and tends to occur unconsciously. To form a habit first the behaviour must be repeated consciously many, many times over.
I forgot


I have also mentioned a lot. Fortunately you can also benefit from technology as everything I have gone over is up on the ‘Parent Learning’ set of STL Link.
QUESTIONS
Using Technology effectively for study

Tim Barlow
Director of Technology Innovation

Feel free to get in contact if more assistance is required.