

# Anatomy and Physiology Study Skills

## STUDY SKILLS

### Be aware of your best time of day

Morning  
Afternoon  
Night

### Be aware of your learning style

Visual- seeing  
Reading- writing  
Auditory- hearing  
Kinesthetic-touching

[Http://www.vark-learn.com/english/page.asp?p=questionnaire](http://www.vark-learn.com/english/page.asp?p=questionnaire)

## TIME MANAGEMENT & ORGANIZATION

### Priorities

Work Sleep Eat Family School

### Be realistic

Don't plan one hour for a 2 hour job  
Don't plan four hours of study in a row  
Don't push aside commitments

### Plan for the unexpected

Leave time holes for unexpected errands  
Allows for catch up if you must rearrange

### Plan time for yourself

Something you like to do  
Not for errands or chores  
Not for others

### Professional Directory

Names of people you need to know  
Instructors  
Clinical instructors  
Skills lab instructors  
Office staff  
Library  
Bookstore

Remember the bookstore may not open in time to buy something before class so plan ahead

### Personal Directory

Student / Study Group names  
Friends and Support People  
Name of children's' school, doctors, friends  
People you do business with: mechanic, doctor, stores ...ECT

## **Calendars**

### **Yearly/monthly**

School dates    Family dates            Holidays  
Whatever is important?  
Cross reference with weekly planner

## **Weekly**

A week at a glance  
See the whole week at one time so one may plan ahead  
A place for goals for that week alone  
A place for notes  
Important dates are noted at the bottom of the page

## **Grades**

Keep track of course scores  
Compare your scores with those of the instructor  
Be aware of class standing at any time during the semester

## **Goals**

Set goals professional/personal  
Make copies for daily/weekly / semester goals  
Reinforce where you want to be and how you will get there

## **Study skills**

Study area  
Study in a regular place  
Avoid noise distraction  
TV can be a big sponge  
Turn off the phone  
Avoid studying in bed Except for the last 15 mins

## **Study Organizer**

Topics  
List materials  
List resource contacts

## **Vocabulary**

70% of the test is vocabulary base  
One may not use a word to define a word

## **Don't cling to old technique**

Read everything three times  
Flash cards  
Study in a quiet place  
I don't work well in groups

### **Study Sessions**

- Relatively short blocks
- 30-40 minutes
- 5-10 minutes
- Change activity

### **Invest time to get time**

- Pushing away commitments and people may use more time in the long run
- Maintain rituals
- Study with family involve everyone in the struggle

### **Studying and the family**

- Study with the kids
- Delegate task to others
- Learn to say No
- Use the timer

### **Getting the Most Out of Class**

- Sit in the front
- Participate in class activities
- Get to know people who can help

### **Note Taking**

- What is important?
- Date all notes Use day of the week
- Listen for repetition and  
**MARK IT DOWN**
- Note the instructor's interest level voice, and eyes
- Watch the board or the overhead
- End of the lecture is most important

### **Leave Space!!!**

- Allows one to link to past materials
- Add material from the text
- Write possible test questions
- To separate one topic from another

### **Write in an outline form**

- With this method the student will organize while taking the notes.
- This may aid in recall
- Visual Aids
- Graphics<> \* & @
- Pictures Diagram
- Use standard abbreviations Only!

**Key words**

Fill in key words in the right hand margin in a bright color  
Key words should bring up images  
Word chains or link

**Language of the Profession**

70% of the test is vocabulary base  
Buy a good Medical Dictionary  
Speak the language

**Power Point Notes**

Read over before class  
Define any unfamiliar words  
Rephrase and take notes in the space provide next to the slide  
When appropriate find an example that works for you

**Edit notes**

Check for sense Check for date  
Use a new color for added information

**Review within 24 hours**

80% of material may be lost in 24 hours  
Revisit information and go forward

**Reading**

Preview          Warm-up

**Note**

Familiar concepts or idea  
Charts & diagrams  
Summary statement

**Question**

Why was this assigned?  
History / Nursing Process / Physical Assessment  
How will I be tested on this material?  
May up test question as you read?

**Reading**

Stay focused  
Visualize, make mental pictures  
Read out loud  
Draw pictures of the reading

**Highlighting**

Go back and highlight  
Highlight less than 10%  
Write key terms in the margin of the book in a bright color  
Tab the book

**When the reading gets tough**

Find the key terms and read around them  
Read out loud or rephrase as you go

Change posture  
Use another text or source

### **Review again**

Within 24 hours  
15 minutes for every two hours  
The more you revisit information the better

### **Putting it all together**

What doesn't work  
Pure memorization  
Sort of knowing it  
I can always catch up  
Waiting until before the test to get help

## **Interacting with material Make sure that reading is not just looking**

### **Ways to interact**

Rephrase information  
Compare and contrast  
Make tables and charts  
Flash cards  
Study groups  
Rephrase Information

### **Rewrite information using terms that make sense to you**

Examples:

Sympathy / Empathy  
Hyperosmotic

### **Compare and Contrast**

What are the similarities, what are the differences  
You are often tested on the differences  
Make tables and charts

### **Flash cards**

The true magic of flash cards is not using them but making them  
Make as many as possible  
Make as simple as possible  
Stick to one to one relationship  
Do not copy information verbatim

### **Study groups**

Set the ground rules  
How to settle problems  
How to call the group back to study  
What will happen if someone does not do their share

### **Who is coming**

Only those in the group  
Children? If so who will watch them

**Where to meet?**

School      Lab      Someone's home

What to bring

**Set an Agenda**

Materials to cover

Time of meeting

Time allowed for each subject

Divide up materials

**Did it Work?**

Critique after the test

What worked and what didn't work

**Change study habits accordingly****Final Thoughts**

If a concept is taking more than 20 mins. to get a basic understanding. Stop and change your approach or get help

**Get help before it is too late****Take it in small steps****GOOD LUCK**