Learning Skills

Student Name:

Many of you reading this article are involved in a sport or a creative activity such as music, art or drama. Can you imagine what your chances of success in these fields would be if you did not receive instruction on how to make changes and improvements to your performance? Sports people, musicians, writers, and actors are constantly looking at ways to make their performance better. Success in any of

these fields of activity rarely happens without making adjustments and changes to training if needed. Study is no different.

As a first step in training yourself to get better at studying, it is well worthwhile taking time out to look critically and honestly at the precise way you go about studying and rate your study performance as it now stands.



Many companies also realise the importance of this approach in business. The most successful companies and organisations spend a sizeable amount of their budget exploring ways that their workforce can be more efficient. This involves workers and managers working together and looking closely at how they go about their work. The improvement in 'work practice' that results brings benefits both to the business and to the staff.



What do you want?

The first step is to reflect on what you want to achieve in terms of your Leaving Cert. results. The goals you set should be realistic and attainable. At the same time they should be results that you would be proud to achieve. Students who have gone before you have said that writing down their goals helped them make their targets more real and easier to remember.

It is ok to change and adjust your goals, just don't abandon the process! Some students reported it was only after they set their targets for the first term, got back their scores from their teachers, and then readjusted targets for the following term that the importance of this exercise dawned on them.



Setting Targets

For the next available examination, write down what you want to achieve in the appropriate **Target** column for each subject. These are your target results for that period. Make sure that the target is achievable. Be realistic, take into account your abilities and past performance. At the same time your goals for each subject should reflect your potential. Your targets should be grades you would be proud to achieve.

When you get your results back from your teachers, write your scores under the **Actual** column for that term. Next, based on your performance to date, reset your targets for the next term. When you get your results, write them into the Actual column for that term, and so on. After each term, adjust your targets as you see fit, but never abandon the process of setting targets!

		OctoberGradeTargetActual		Chris	stmas	Sum	nmer	
	Level			Gra	ade	Gra	ade	
Subjects				Target	Actual	Target Actual		0.043
English								
Irish								
Maths								If you go to work on your
								goals, your goals will go
								to work on you. If you go to work on your plan, your
								plan will go to work on
								you. Whatever good things
								we build end up building us.
Total Points								Jim Rohn

Exam Results 5th Year

Exam Results 6th Year

		October Grade		Chris	stmas	Мо	cks	Leaving Cert				
	Level			Gra	ade	Gr	ade	Grade				
Subjects		Target	Actual	Target	Actual Target Actual		Actual	Target	Actual			
English												
Irish												
Maths												
Total Points												

CAREERS PORTAL.

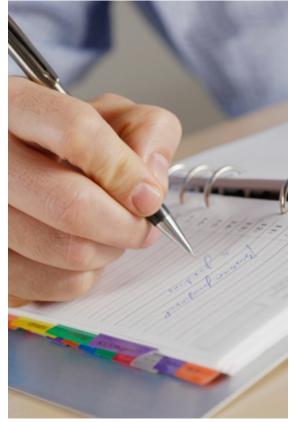
Study Behaviour

Look at your current study methods

Are your study habits and behaviours helping or hindering you achieving your target results? The Study Skills test that forms part of this Learning Skills guide should give you a good idea of your study performance. It is a way of getting you to look at what you do in detail when you are studying. The aim of this test is to get you to examine your 'work practice' as a student. The results of the test will rate your study performance in terms of how productive you are likely to be at the moment.

Effective studying

The Study Skills test and the accompanying worksheets can help you distinguish between the things that you are doing that are helping you achieve your goals and those that may be holding you back. You will be alerted to aspects of your study behaviour that you may need to change.



Effective study is all about learning to learn as much as possible, in the shortest period of time, with the most

successful outcome. How you study is what matters. What exactly you do during your study time can be more important than the amount of time you give to your work.

Take the Study Skills Test online at www.careersportal.ie/studyskills

When you have completed the test, attach the results sheet to this document, or fill in your results below:

Place of Study					
Organisation					
Motivation and Goal Setting					
Reading Skills					
Note Taking Skills					
Revising and Exam Preparation					
Examination Performance					
	Poor	ΟΚ	Good	Very Good	Excellent

Date: _____



www.careersportal.ie	'negatives' for this category	Place Enter your weakest	Enter your strongest 'positives' for this category		can, the positive behaviours	the test, with space availabl study behaviours. The goal	The diagram below graphic:	Follow the instructions on the behaviours that make up vo	analysed by the test (downli	We now invite you to read the	opposite direction, away from your goals.	seen as either moving us to	of these habits and behavio Psychologists tell us that ev	make up this performance.	You now need to explore the	Your Study Skills test has gi	anupuununa unofi fuisiundo
CAREERS PORTAL:		Place of Study Organisation			can, the positive behaviours pointing towards this goal (they assist you),	study behaviours. The goal is to achieve the best Leaving Certificate you	ally illustrates the seven categorie	Follow the instructions on these sheets to identify the main habits and behaviours that make up your performance as a student.	analysed by the test (download at www.careersportal.ie/studyskills).	study areas	m your goals.	seen as either moving us towards what you want to achieve or pulling us in the	of these habits and behaviours are helping or indeed hindering your study. Psychologists tell us that everything we do when we engage in study can be	make up this performance. Furthermore, you need to be become aware of which	You now need to explore the specific study behaviours and habits that go to	Your Study Skills test has given you a good estimate of your study performance.	'ertormance
		Motivation R and Goal Setting		My LEAVI				abits and	/skills).		_		be e				
		Reading Skills Note Tal		My LEAVING CERTIFICATE					preventing or pushi	 Orawing you closer to your goals Write into the bottom (negative) to t	1. Write into the top (r		Using the results gained trobelow. For each category:		performance).	and the negative behaviou	
		Note Taking Skills Exam Preparation			target results you want to achieve	and thereby increase your chances of getting the	the negative study behaviours and finding ways	It is only by controlling, managing or eliminating	preventing or pushing you away from reaching your goals	drawing you closer to your goals. Write into the bottom (negative) boxes your specific behaviours that are	Write into the top (positive) boxes the specific behaviours that are		Using the results gained from the seven worksheets, complete the diagram below. For each category:	• •		and the negative behaviours pointing away (indicating that they hinder your	
		1 Performance			ve.	ormance will improve ces of getting the	and finding ways	ng or eliminating	ur goals.	ic behaviours that are	aviours that are		plete the diagram			t they hinder your	