

52 Tips for Increasing Learning

Tip #	Tip	Type of Tip	Tip Categories
1	choose learning times that work for you	content	content
2	explore which ways you learn the best: visual, auditory, physical	learning style	learning - sense
3	explore what your most prevalent learning style: circle, triangle, square, squiggle	learning style	learning - styles
4	learn what is your most effective thinking style: factual, exploratory, feeling or systematic (MIND Design - http://www.cre8ng.com)	learning style	materials
5	arrange your learning room/area by topics being studied	materials	method
6	read 3 to 5 sources of information at different times to increase your depth of knowledge	materials	place
7	deliberately read 5 different types of information: work, pleasure, personal growth, family	materials	plan
8	take notes only on one side of a page	method	skills
9	review your notes immediately after reading for 15 minutes	method	sources, resources
10	highlight key points in your notes, add titles and sub-titles	method	system

52 Tips for Increasing Learning

11	keep topic files, binders, boxes, shelves	method	time
12	divide your sheet in half...left side take notes in words, right side take notes using cartoons, diagrams, icons, symbols	method	
13	while reading highlight keypoints as systematically as you can	method	
14	develop a basic highlighting system of marks: dots, checks, marks, stars or use simple color system	method	
15	while reading use your tape player, mp3 player, or other taping device to make notes	method	
16	read in pieces of time and record your thoughts, reactions to the material you are reading or listening to.	method	
17	separate out new terms on separate pages and re-read and re-read them until they are added to your growing vocabulary	method	
18	use words, images, drawings, photographs, props to help you learn new material: mentally, visually, audibly, physically	method	
19	find a learning partner/buddy	method	
20	use new knowledge regularly each week	method	
21	learn in pieces of topic and time	method	
22	integrate learnings regularly	method	

52 Tips for Increasing Learning

23	when developing a new habit if you slip simply begin again until you have reached 21 days	method	
24	keep learning reminders where you can see, hear, use them repeatedly	method	
25	if you are a runner, walker or have another simliar exercise routine integrate your learning into it by using an iPod, MP3 player, audio player, cd player	method - combine activities	
26	write reading material look for connections, overlaps, relationships of key points in each topic: science, mathematics, automobile repair, electronics, interior design, counseling	method - integrate	
27	use http://scholar.Google.com for academic searching	method - research	
28	get to know the research librarians at your local lilbrary and local university or college library	method - research	
29	search the www periodically using a variety of search engines	method - technical	
30	make learning montage posters: using drawings, magazine clippings	method - visual	
31	diagram what you are learning	method - visual	
32	set up a learning area	place	

52 Tips for Increasing Learning

33	choose a learning location: office, study, library, favorite coffee shop, restaurant	place	
34	develop a learning plan	plan	
35	if you are studying marketing begin by scanning a publication (newspaper, magazine, blog, google article, wikipedia article) presort them by category within the general subject	plan	
36	take a speedreading course or read books about the topic	skills	
37	learn basic speedreading tips. begin using your finger as a guide under the lines of the text you are reading to keep yourself moving and not backtracking, which is what slows us down when we are reading	skills	
38	learn graphic note taking techniques	skills	
39	take a course or read books about "Mindmapping" and/or "Brainmapping"	skills	
40	wood and other speedreading programs. 1) scan the material looking at headlines, bolded words and titles, look at charts, diagrams, photographs; 2) scan the same material reading the first sentences of each paragraph; 3) take	skills	
41	create a learning montage...use photos, sketches, diagrams, clippings and post it where you can review it often to improve your recall and memory	skills	
42	go to your local library and check out audio tapes, videos, dvds	sources	
43	obtain a library card from your local university or college...in both Georgia and Florida any resident can obtain a lender's card	sources	
44	developing a new habit typically takes 21 days	systemize	

52 Tips for Increasing Learning

45	approach your learning systematically: M-rational, D-step by step, N-in teams or with a learning partner, I-exploratory/experiment	systemize	
46	develop your own note taking and note collecting system	systemize	
47	arrange: file folders, file drawers, file boxes, bookshelves even rooms by topic	systemize - organizing	
48	one hour a day focused on learning something new will help you become an expert within less than five years- paraphrased from Earl Nightengale	time	
49	break down your learning task into workable pieces of time: 5, 10, 15, 30, 60 minutes	time	
50	be consistent with your learning times	time	
51	explore what times of day are your best for learning	time	
52	review your notes just before going to sleep and review them again shortly after you awake in the morning	time	