



Healthcare Heroes

Study Guide

HEALTHCARE HEROES KIT



PASIFIKA
MEDICAL ASSOCIATION



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Kia Orana, Malo e lelei, Taloha ni, Fakaalofa lahi atu,
Ni sa bula vinaka, Ia Orana, Aloha, Halo olaketa,
Mauri, Talofa Lava, Kia Ora and Greetings.

Welcome to the Healthcare Heroes Study Guide.

Healthcare Heroes is a programme developed
to support young Pacific students who are
considering a career in healthcare.

The programme involves working with schools
to support the academic success of young Pacific
students and to support school based staff
including science teachers, careers advisors and
general staff members to guide young Pacific
students into pursuing a health science career.

The Healthcare Heroes Study Guide will help you to make the best of your skills and prepare you for a great future in healthcare. It will help you achieve your academic goals through understanding how to study and to be prepared for assessments, tests and exams.

Outlined are different methods and skills needed for effective studying.

We hope this Study Guide will enhance your knowledge and increase your ability to achieve academically.

Work through the guide, talk to your teachers, mentors and family about what you need to be a great learner.

All in all, do not be afraid to ask questions, be prepared, stay motivated and remember it is not how much time you put into study it is about how you study and whether you have learned something in the end.



Developing study habits for Success!





“At school, I didn’t know exactly how to study...but putting in these simple strategies turned my grades right around”

- Student Doctor, Alistair Papali'i-Curtain 2010

POSITIVE STUDY HABITS

Developing positive study habits will ensure effective study outcomes.

Things to help you do this:

- Pick a regular spot for study at home (if you can't study at home, pick a spot/space at the school or public library).
- Make sure the spot/space is comfortable.
- Pick a regular time of the day to study and keep this time slot for study each day.
- Do your study earlier in the day (don't leave it for late at night).
- Have your study tools (pen, pencil, ruler etc) together - for example; in a pencil case.
- Use your study time well by planning what you will focus on during your study time slot.
- Review or re-read all work before handing it in.

Use the following steps as a guide for studying or for completing assignments on time:

- Select a topic.
- Do the research (revise notes you've taken in class, find relevant books and search the internet. *Note - do not use wikipedia as a resource).
- Think about questions to ask your teacher if the task is unclear, then write them down.
- Write a rough draft of your assignment or essay.
- Create visuals to help you remember and process what you've learnt.
- Revise and complete the final assignment.

STUDY SURVIVAL KIT

Being well prepared to study saves time and makes you feel that its easy to get started.

Heres a list of what you need:

- Pencils
- Pens
- Refill paper
- Eraser
- Highlighters
- Dictionary / Thesaurus
- Ruler
- Compass
- Protractor
- Calculator
- Calender
- Glue
- Scissors

NOTE TAKING

Taking notes helps your ability to remember whats being taught

- It helps you remember information taught during the duration of the course and can be very useful for revision.
- Your notes provide a framework on specific topics for you to think about, organise and recall relevant points and ideas.

“How do I take notes?”

- Head your page with the date, topic and name of the teacher / lecturer. Number your pages as you go to keep track of what you’ve written down so far.
- Leave lots of space so you can add information at a later stage.
- Write KEY WORDS in full at first, then use abbreviations.
- Write down phrases rather than whole sentences (this will help you understand better as you will be using your own words).
- Use white space to separate major ideas.
- Write down information in your own words.

Good notes are...

- Brief
- Easy to read and understand
- Organised to suit the way you learn and relevant to your study needs

There are a few different ways to take notes. Depending on the subject you’re focusing on, - find out which one suits you best

- LINEAR
 - Organise your ideas in a linear fashion, in order of importance.
 - Differentiate your main topics from subtopics (different subheadings are helpful for this).
 - Give supporting details and examples.
- THREE COLUMN METHOD
 - Divide your page into three columns.
 - Use the first column for headings and points, the second column for examples and the third column for your personal reponses (such as ideas, questions, criticisms, comments etc).
- MIND-MAPPING
 - This involves organising your ideas in a non-linear way.
 - This is a useful way for showing connections between ideas, points and topics. It also allows additional creativity through the use of colour, pictures and symbols.



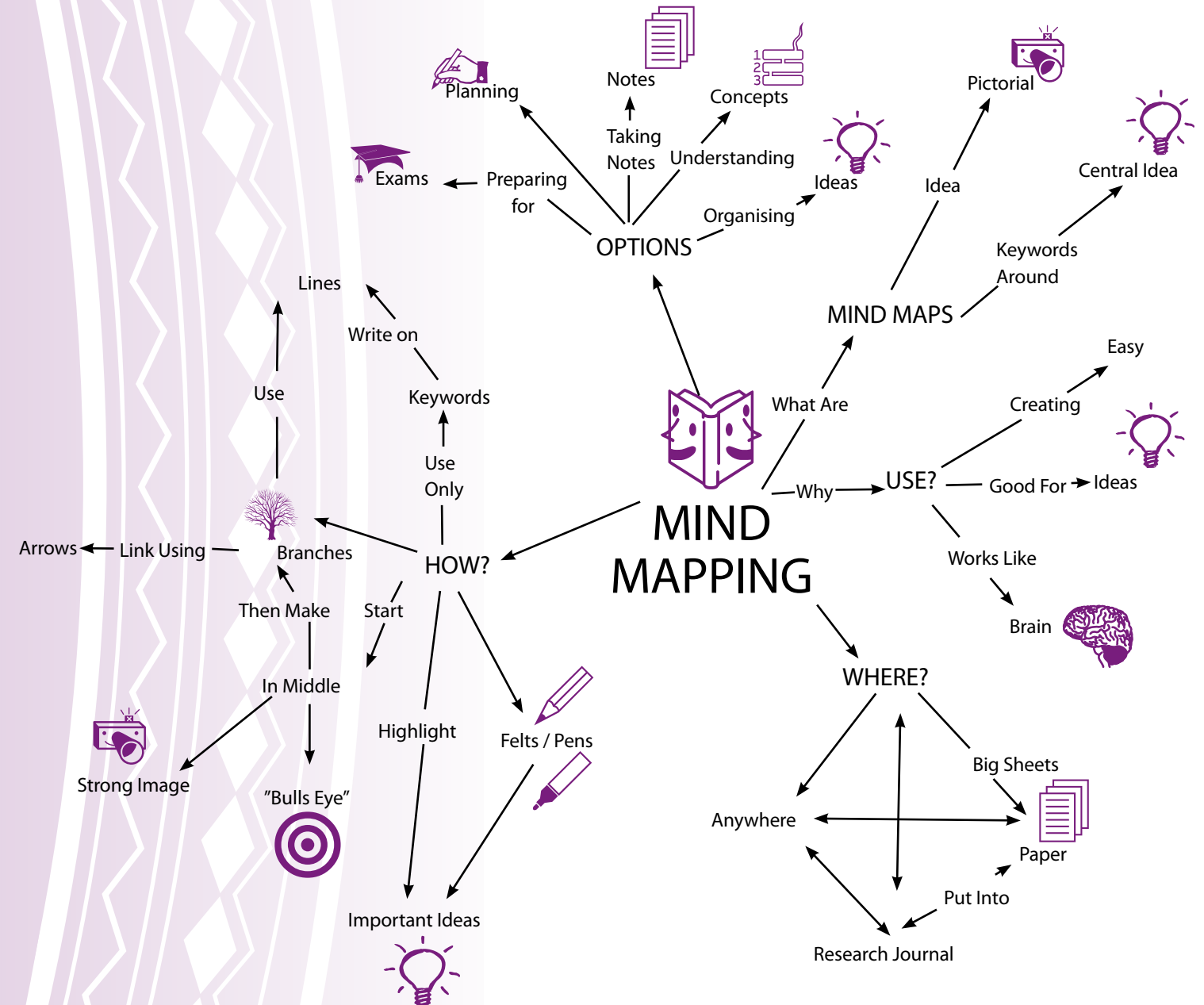
MIND-MAP

A mind-map is a diagram where ideas and images are linked together around a central concept, keyword or theory. The sub-concepts may be organised into subgroups or branches with more important notes closer to the core of the diagram.

Mind-maps have many advantages over linear notes. They are much quicker to construct, and because of their visual quality, are much easier to remember and review. Associations between ideas are not only easily demonstrated, but also stimulate brain creativity.

Mind-maps work well because they operate in the same way as the human mind, which isn't in straight lines. The organisation of a mind-map reflects the way the brain organises thoughts. So when ideas are reduced to one or two words, the brain must actively think and process these ideas, which help build memory.

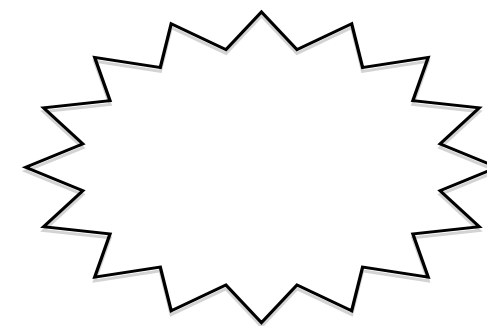
- Always start from the middle of the page and work out.
- The centre should be a clear and strong visual image depicting the general theme of your map.
- From this 'centre', create branches for your subthemes.
- Use only key words or concepts, not whole phrases.
- Write words on the line and use cues or icons wherever possible.
- Arrows can show links between different elements.
- Add ideas as they occur and personalise your mind-map with your own individual flair.





Take some time out to practise creating your own mind-map

Think of a subject you have looked at recently, perhaps in class, otherwise do a mind-map of your plans for the week...



GOAL SETTING

Goals keep you motivated

Both long term and short term goals, help keep you moving through your different types of study in preference to other activities (which might be more enjoyable).

Having goals will motivate you. Motivation gives you the drive to act on it and complete your goals.

Goals are easier to achieve when they are SMART ones

- Specific
- Measurable
- Achievable
- Relevant
- Time related

Keeping in mind the points above, decide on your three longterm goals...

- 1)
- 2)
- 3)

In addition to long term goals, it's also a good idea to have short term goals that can be accomplished in two or three weeks. This will keep you motivated. (This could be the completion of an assignment or regular exercise). Set yourself three short term goals that can be ticked off in the next few weeks.

- 1)
- 2)
- 3)

Note: place your written goals in a noticable place (such as the wall above your study desk or highlighted in the pages of your workbooks).

The process of ticking off your goals once they have been completed, brings a great sense of satisfaction. This is because you will see yourself accomplishing assignment after assignment .

Goal setting is extremely helpful when you are doing academic work such as writing an essay. It's easier to break up the whole goal (such as an essay) into a sequence of mini goals. This way each goal is likely to be achievable. You'll feel like you're succeeding and coping with your work, instead of drowning in it.





“I grew up in South Auckland and I got told by people that I couldn't do it...that just made me fight even more...I'm going to prove them wrong”

- Auckland University 3rd year Medical Student
- Lorna Williams 2010

WRITING

Writing is a skill that's required through many situations throughout life. However academic writing does many things that personal writing doesn't. It has its own set of rules and practises. The structures of essays is also more formal than other kinds of writing.

Essays have a beginning, middle and end.

- The introduction (first piece of bread) informs the reader about the nature of the topic.
- The body is where the topic is discussed and evaluated (the cheese, ham, tomato and lettuce of the essay - all the good and relevant information goes here).
- The final paragraphs are your conclusion (final piece of bread), where the final points are summarised.

The introduction and conclusion make up the bread of the sandwich - they hold the rest of the essay together.

Another type of writing structure, common in university assignments, is what you would call a report. Unlike most essays, a report is divided accordingly to clearly labeled sections - such as 'Introductions', 'Discussions', 'Conclusions' and 'Recommendations'. Also, unlike an essay, reports allow for bulleted points with relation to the conclusions and recommendations section.

When writing academically, you must target a more general audience than just your lecturer and marker. You should imagine that your readers are intelligent thinking people, but that they know nothing about your topic. Do not presume that your reader knows all the terms and concepts associated with your work. Explain everything.



Tips for Academic Writing

- Allow enough time to write your essay by starting early.
- Directly answer the question.
- Make good use of research materials.
- Organise your answer (using the hamburger method).
- Write well-structured paragraphs (each paragraph should develop one main point, which is backed up with explanations, evidence and examples).
- Never submit a first draft.

TIME MANAGEMENT

Everyone has the same amount of time in a day to do things. We can't control time, but we can use it more efficiently and effectively by planning carefully. It's important that you have specific times set aside for your studies. These should be entered into your schedule. Remember to be realistic when estimating how long tasks will take. Prioritise these sensibly.

Make sure that you do difficult tasks while you're at your best, and the more simple tasks when you're tired or likely to be interrupted. Turning off your phone is also a really good way to get some quality work done!

Best way to use your Weekly Planner:

- Block in committed time first i.e. school or work.
- List your 'must do' tasks for that week.
- Estimate a realistic time for each task, remembering that everything takes two or three times longer than you expect.
- Prioritise tasks and mark appropriate time slots for them.
- Put demanding tasks at the top of your list and do them when you are most likely to be alert and less likely to be interrupted.
- Allow some free time to yourself.
- Remember that any good plan is flexible.
- Learn to say "NO"
- Don't do too much.
- If your demands are not being met, your checklist may not be realistic. Go over this and re-evaluate.

Use the timetable on the next page to create your own weekly planner.

Note: One of the most difficult stages of the academic tasks, is getting started. Some assignments look pretty scary, especially if they are different from previous activities. So to overcome this barrier, DO IT NOW is a good strategy. It gets you started and once you've begun, you're likely to finish it. This also avoids issues with procrastination and other time wasters.

Procrastination is thinking that there will be a better time to do a certain task or that you should wait until you are in a better mood to do something. Here are some strategies to overcome procrastination:

- Break your assignment into small, manageable tasks.
- Set realistic time frames.
- Start studying at a particular time, and make this time slot regular.
- Focus on one thing at a time and convince yourself that there is no better time than now.
- Reward yourself after small tasks are completed.
- If you're unsettled, tell yourself that you will work for just 15 minutes (remember that the hardest part is getting started).

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8am							
9am							
10am							
11am							
12pm							
1pm							
2pm							
3pm							
4pm							
5pm							
6pm							
7pm							
8pm							



TEST & EXAM PREPARATION

A carefully planned strategy will increase the effectiveness of your study. These steps will help you to develop an organised approach to revise for tests and exams.

Draw up an overall revision plan covering all of your exams. Using a timetable, write down the dates that you have exams. Block out time slots for each subject that you need to study for and stick to them.

Creating a STUDY TIMETABLE...

- Fill in the dates of your exams.
- Plan a schedule to match the dates of exams, starting with the earliest.
- Decide on the amount of time needed to study for each exam. For example, if you have an exam worth 30% of your total mark, and another worth 60%, you may want to spend more time studying for the second exam.
- Have regular breaks (most students concentrate for 40 minutes at a time).
- Remember to allow times for input (memorizing information) and output (retrieving and practising what you have learnt).
- Break each session into topics that you will study and practise.
- Review your timetable after every week.

It's also important you collect as much information as possible for a paper, including lecture notes, study notes, assignments, notes from books and readings and past exams.

TOP TEN TIPS FOR EXAMS

- Complete and submit all course work.
- Make a study schedule.
- Study the subjects you like first.
- Condense your notes.
- Put notes into an easily identifiable form.
- Study in small blocks.
- Study in groups.
- Look after yourself and get plenty of rest before the exam.
- Start studying early.
- When you're in the exam - read the questions!

STRESS MANAGEMENT

Stress is a natural reaction of the body and is necessary for survival and to motivate us into action. Stress is part of our everyday life. Stress can be motivating and help us achieve our goals. However too much stress can be debilitating and can become a stress overload (distress). It is important to notice if you're becoming too stressed and do something about it, before you get overwhelmed.

Signs of stress can include:

- Insomnia / sleeping problems, anxiety and depression.
- Racing heart and digestive problems or headaches.
- Mood swings, feeling angry and snapping at people.
- Impaired memory and loss of concentration.
- Finding it hard to relax.

It can help to remember that often it's just a matter of getting yourself through a difficult time. You may want or need some help to see it through.

Here are some tips to help keep stress levels under control:

- Talk to someone (friend, whanau, family or counselor).
- Write it down (your concerns and worries).
- Get plenty of exercise.
- Having a healthy balanced diet .
- Dont make unrealistic goals.
- Be well prepared and organised.
- Some good rest and relaxation (do something creative)
- Plan study and breaks into your schedule (make sure you make time to have fun).

Some of the causes of stress comes from the expectation to cram lots of information in your head in a certain amount of time. This is huge pressure. There is always one week in the term when it seems as though all of your assignments are due and the pressure hits you. It helps if you keep up with your allocated homework and start working on your assignments as soon as you receive them (rather than waiting for the last minute).

Brainstorm some good ways to help you personally cope with stress.





LOOKING AFTER YOURSELF

Regularly getting a good nights sleep, being physically active and eating a balanced diet are good and relatively manageable ways to promote mental wellbeing. They're not ways the only answer, but they're a good place to start. A body that is tired, run down and lacking in vitamins and minerals is more at risk to both physical and mental illness, such as depression. If you aren't getting the nutrition, rest and exercise you need, you may start to feel flat, sluggish and miserable.

Here are some things you can do to look after both your physical and mental health:

- Learn to relax - perhaps by listening to music.
- Get some exercise or some fresh air. When we are feeling down, we're much more likely to want to curl up into a ball and tell the world to go away, than try to get some exercise. However, going for a walk, or kicking a ball around will help you to not only feel less tired, but also less miserable too.
- Eat healthy food (but don't feel bad about eating junk food now and then).
- Make sure you get enough sleep. Adolescents need about 8 or 9 hours of sleep a night.
- Do something creative like writing, drawing, making something or singing.
- Get plenty of light, especially in the winter.
- Listen to or help another person.
- Keep something close by which makes you smile, such as photos of friends or family.
- Take some time out to watch some TV that makes you laugh or read a good book.
- Wear something that you feel good in.
- Share your feelings with someone you trust, who understands you need to talk and has some time to listen.



LEARNING STYLES

Ever notice how some of your friends can read something in a book or look at a diagram and it makes perfect sense to them but just looks totally confusing to you? Or maybe you find that you learn better by reading something for yourself because listening to a lecture really bores you and you don't remember anything.

We all have different learning styles and by knowing how you learn best, can help you make the most of learning opportunities. There are four learning styles, outlined below:

Visual / Verbal Learning Style

You learn best when information is presented visually and in a written language format. In a classroom setting, you benefit from instructors who use the blackboard or projector to list essential points of the class. You benefit from information obtained from textbooks and class notes. You tend to like to study by yourself in a quiet room. You often see information "in your minds eye" when you're trying to remember something.

Visual / Nonverbal Learning Style

You learn best when information is presented visually and in a picture or design format. In a classroom setting, you benefit from instructors who use visual aids such as film, video, maps and charts. You benefit from information obtained from the pictures and diagrams in textbooks. You tend to like to work in a quiet room and may not like to work in study groups. When trying to remember something, you can often visualise a picture of it in your mind. You may have an artistic side that enjoys activities having to do with visual art and design.

Tactile / Kinesthetic Learning Style

You learn best when physically engaged in a "hands on" activity. In the classroom, you benefit from a lab setting where you can manipulate materials to learn new

information. You learn best when you can be physically active in the learning environment. You benefit from instructors who encourage in-class demonstrations, "hands on" student learning experiences, and fieldwork outside the classroom.

Auditory / Verbal Learning Style

You learn best when information is presented in an oral/verbal way. In a classroom setting, you benefit from listening to and participating in group discussions. You also benefit from obtaining information from a tape. When trying to remember something, you often 'hear' the way someone told you the information, or the way you previously repeated it out loud. You learn best when interacting with others in a listening/speaking exchange.

Hopefully this has helped you to understand which style of learning you prefer. Now that you understand which way you learn best, here are some strategies to get the most out of class and study.

Learning Strategies for the Visual / Verbal Learner and Visual Nonverbal Learner

- To aid recall - make use of 'colour coding' when studying.
- Write out sentences and phrases that summarise key information.
- Make flashcards of words and concepts that need to be memorised.
- When learning information presented in diagrams or illustrations, write out explanations for each bit of information.
- When learning mathematical or technical information, write out sentences and key phrases your - understanding of the material.
- Before an exam, make yourself visual reminders of information that must be memorized.

Make notes containing key words and place them in highly visible places, such as your mirror, notebook, car dashboard etc.

Learning Strategies for the Tactile / Kinesthetic Learner

- To help you stay focused during class, sit near the front of the room and take notes throughout the class period. Jot down key words and draw pictures or make charts to help you remember the information you are hearing.
- When studying, walk back and forth with your textbook, notes or flashcards in hand and read the information out loud.
- Think of ways to make your learning tangible, i.e. something you can hold/play with, such as making flashcards with pictures on them.
- When reviewing new information, copy key points onto a chalkboard/whiteboard or any other large writing surface.
- Listen to audiotapes or CD's - make your own so that you can listen to yourself revising notes while exercising or taking a walk.

Learning Strategies for the Auditory / Verbal Learner

- Join a study group to assist you in learning course material
- When studying by yourself, read your notes and textbook out loud.
- Record your classroom lessons.
- Use audiotapes such as commercial books on tape/CD to help you recall information. Or create your own audiotapes by reading notes and textbook information into a tape recorder.
- When trying to learn a mathematical formula, 'talk your way' through the new information. State the problem in your own words.

Still having trouble identifying your learning style? Go online and take the Learning Style Survey: www.metamath.com/lswb/dvcllearn.htm



A Note for Parents

Here are some tips to help your child with their study:

- Ensure to provide a clean, quiet place for your child to study e.g. the kitchen table or desk with no distractions - an area dedicated solely for homework or study.
- Both agree to set aside a certain time each day with your child to help with homework and if uncertain about specific questions, let them know and try to work together to find the answer.
- Lastly encourage your child and be positive. Let them know that you are proud of them.

¹ Adapted from the University of Auckland and Massey University

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