

## Getting ready to study

You will need:

- A desk, or a box to keep your books in if you don't have a desk
- An exercise book or refill pad and folder
- Pens, highlighters, pencils, ruler, drawing tools
- Textbooks, Compliance documents, Distance Learning guides
- Dictionary, computer if available (for internet research)
- To know who can help you out with your learning: You could:

*Ask your employer for help, or for some practical experience on the topic*

*Phone your tutor (or assessor), ph no.....*

*Do internet research, e.g. Google Images*

*Ask your ITO Training Advisor (or study group tutor)*

*Use the textbook. Search for terms in the Index. Check the Glossary for definitions.*

## Study Planner

Make a commitment to study regularly. Doing some study every week gives you time to process all the information and really understand it.

- **First commit** to regular study days and times – at least twice a week or it's too long between sessions.
- **Then** work out approximately how much you have to do before the next block course.
- Have a plan for what you want to achieve in each study session. This will keep you focused on achieving your goal, and this success will motivate you to continue.

**Complete the study plan on the next page and pin it to the wall or keep it with your study materials.**

Date and time	Topic
<i>Week 1 Date: .....</i> <i>Mon night 7-8</i> <i>Wed night 8-9pm</i> <i>Sun afternoon review</i>	
Week 2 Date:	