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Management

# Study Method



香港恒生大學  
THE HANG SENG UNIVERSITY  
OF HONG KONG



學生事務處

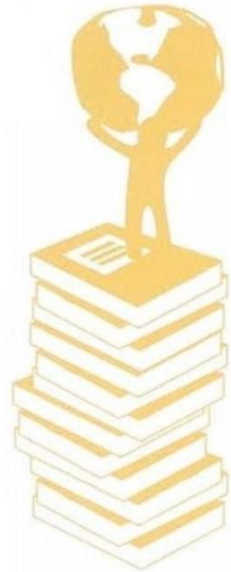
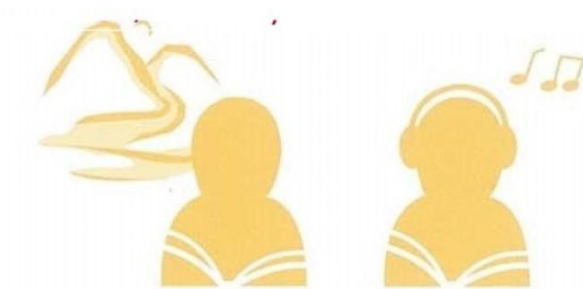


# Study Method

Study methods are the means and ways that people use to acquire knowledge and skills in the process of learning.

There are two things to keep in mind when establishing your best learning method:

- To improve the effectiveness and efficiency of learning – learnt what you need to learn (i.e. understand and able to utilize what you have learnt).



- Varies from person to person - different grades, different majors, and different subjects may have different learning methods. Therefore, each person should choose a suitable learning method according to his own situation (learning goals, preferences, directions, interests, abilities).

# Goal Setting

Goals are guidelines for action. Reasonable goals can induce people's motivation and determine the direction of behaviour. Learning goals can be divided into long-term and short-term goals. Establishing long-term goals can help people to shape their ideals and life direction.

Being a university student, you should set **clear and appropriate** goals according to your future employment aspirations and expectations on learning. You may set your goals according to the principles of **S.M.A.R.T.**



## pecific

Use concrete and specific words to clearly state the standard of conduct to be achieved.



## asurable

Set quantifiable goals and/or goals that can be converted into behavioral terms as the performance indicators for validating the effectiveness of actions taken.



## chievable

The set goal is attainable and achievable by investing time and effort



## ealistic

Real, tangible, demonstrable and observable.



## imely

Goals are time-limited and prioritized. If they are not accomplished within the set time, they will lose their meaning.

## Practice

- Know about the requirements of each subject, including tutorials, articles, oral reports, presentations, examinations. Collect and organize the materials that need to be reviewed in advance, such as notes, online information, journals, reference books, etc.
- After class, review textbooks or notes as soon as possible. Think about any un-resolved problem in the class and trying to seek for and attach supplementary materials to consolidate what you have learned.
- Establish a feasible and balanced schedule for study, socialization, recreation, and exercise.
- Set aside some time for preparing group projects, and the coordination of group members' participation.

You are welcome to discuss on this topic with our counselor

Appointment can be made / requested in various ways, you may

- Call us at 39635174 /39635593
- Come to us at M612 Main Building HSUHK Campus
- Send us an online request form: <https://forms.office.com/r/5JQvWikWtr>

(Your request will be confirmed from our counselor via phone or email within the next 3 working day)

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香港恒生大學  
THE HANG SENG UNIVERSITY  
OF HONG KONG



學生事務處



寬滙@恒大  
Enrichment@HSUHK

# 學習有法

## 前言

學習方法是人們在學習中獲取知識和技能而採用的手段和途徑。

創造最佳學習方法要注意以下兩點：

- 以提高學習效率為標準 — 掌握學習方法的根本目的是為了提高學習效率，學有所獲。



- 要因人而異。不同年級、不同專業、不同學生之間的學習方法都可能不一樣。所以每人要結合自己的實際情況（學習目標、任務、興趣、愛好等）來選擇適宜自己的方法。

## 訂立目標

目標是行動的指南。合理的目標能夠誘發人的動機，規定行為方向。學習目標有短期和長期之分，確立長期目標有助塑造理想。

作為大學生，應根據個人對將來就業的憧憬和學習的期望，訂立明確且高低適度的目標。制定目標可根據SMART原則：



**pecific 具體的**

要用具體的語言，清楚地說明要達成的行為標準。



**asurable 可量度的**

目標可以數量化或者行為化，驗證這些績效指標的數據。



**chievable 可做到的**

在付出努力的情況下可以實現、達到的。



**ealistic 實際的**

是實實在在，可以證明和觀察的。



**imely 適時的**

目標是有時間限制，並有先後次序的，如非在設定時間內完成，便失去意義。

## 實踐

- 清楚每一科的要求，包括導修、文章、口頭報告及考試，並預早搜集及整理需要溫習的資料，如筆記、網上資訊、期刊、參考書等。
- 課後盡快溫習課本或筆記，思考並附加補充資料，以鞏固所學知識。
- 訂立溫習、社交、娛樂均衡的時間表。
- 預留時間做小組研習，以便協調組員之參與。

如有需有更詳盡之理解運用，歡迎與輔導員聯絡。

## 聯絡我們 查詢及預約

辦公室：M612

聯絡電話：39635174 / 39635593

辦公時間：星期一至五上午9:00至下午6:00

QR Code:



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