

CPA Ireland Skillnet

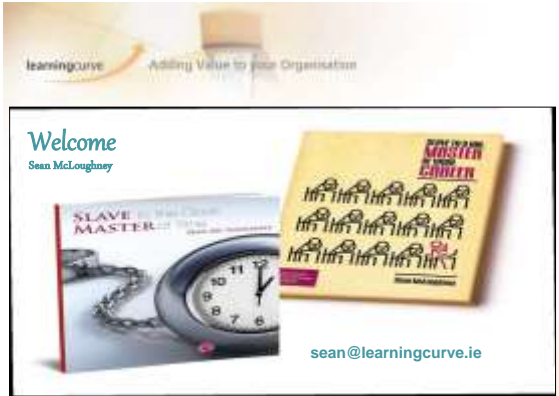
CPA Ireland Skillnet, is a training network that is funded by Skillnets, a state funded, enterprise led support body dedicated to the promotion and facilitation of training and up-skilling as key elements in sustaining Ireland's national competitiveness.

The CPA Ireland Skillnet provides excellent value CPE (continual Professional Education) in accountancy, law, tax and strategic personal development to accountants working both in practice and in industry. However our attendees are not limited to the accountancy field as we welcome all interested parties to our events.



The CPA Ireland Skillnet is funded by member companies and the Training Networks Programme, an initiative of Skillnets Ltd. funded from the National Training Fund through the Department of Education and Skills.

www.skillnets.ie



All slides copyright 2013-18 Sean McLoughney



learningcurve Adding Value to your Organisation

“Preparing for *your exams*
the Master of Time way”

learningcurve Adding Value to your Organisation

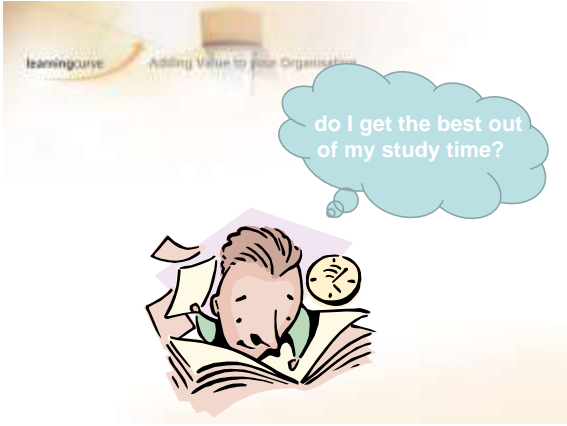
CORE TAKEAWAYS

- How to develop an effective study planner
- How to manage your time when studying and revising
- How to use the time management balance sheet to ensure you have enough time to study effectively
- How to avoid time wasting activities
- How to prepare for your exams

learningcurve Adding Value to your Organisation

how do I currently *protect my time* ?









learningcurve Adding Value to your Organisation

blame culture
vs.
results culture




learningcurve Adding Value to your Organisation

am I really **interested** and **committed**
to **improving** my exam preparations



learningcurve Adding Value to your Organisation


What score?



Why do you want to pass these exams?

learningcurve Adding Value to your Organisation

It's time to plan



What score?

Why do you want to pass these exams?

learningcurve Adding Value to your Organisation

would you run a business without a business plan?




learningcurve Adding Value to your Organisation



Study Planner


learningcurve Adding Value to your Organisation



Rudyard Kipling

upgrade
your **Study Planner**

'I keep six honest serving-men
(They taught me all I know);
Their names are What and Why
and When
And How and Where and Who.



learningcurve Adding Value to your Organisation




why do I need to plan

PURPOSE.....

learningcurve Adding Value to your Organisation

protect your time

Mon	Tue	Wed	Thu	Fri	Sat	Sun



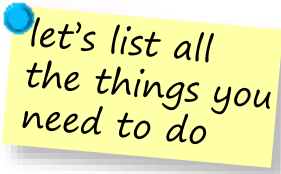
learningcurve Adding Value to your Organisation



WHAT


should be on my study plan

learningcurve Adding Value to your Organisation

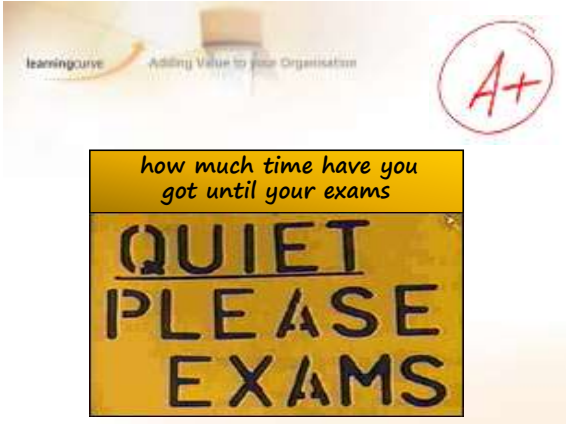


let's list all the things you need to do

learningcurve Adding Value to your Organisation



Time required







how do I structure my study time



Mon	Tue	Wed	Thu	Fri	Sat	Sun
Update notes	Class	Read Chapter	Class	Night off	Do test	Revise unclears

Where?

should I study

learningcurve Adding Value to your Organisation

when should I study



learningcurve Adding Value to your Organisation

WHO can help you



learningcurve Adding Value to your Organisation

“concentrate on **results**
not being **busy**”



learningcurve Adding Value to your Organisation

improving **study** techniques
with your top **tips**



let's work together...

learningcurve Adding Value to your Organisation

Key Topics/ Points	Clear	Unclear	Action/Ref	Question

learningcurve Adding Value to your Organisation

write one great **study tip**
that is easy to implement



start to **outline** what you are going to do over the **coming weeks**





24 hour **rule**





learningcurve Adding Value to your Organisation

“Everything gets **written down**, formally, so that you know at all times where you are, where you’ve been where you’re going and where you want to get. ... because otherwise the problems get **so complex** you get lost in them and confused and forget what you know and what you don’t know and have **to give up.**”

Robert M. Pirsig

learningcurve Adding Value to your Organisation



learningcurve Adding Value to your Organisation

Key Topics/ Points	Clear	Unclear	Action/Ref	Question

learningcurve Adding Value to your Organisation



EXAMINER'S
feedback

learningcurve Adding Value to your Organisation



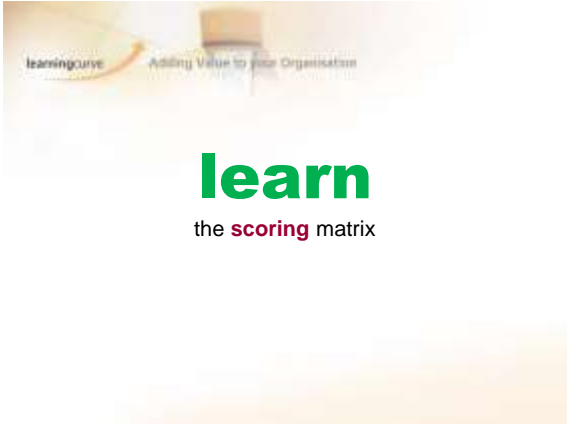
LECTURER'S
feedback

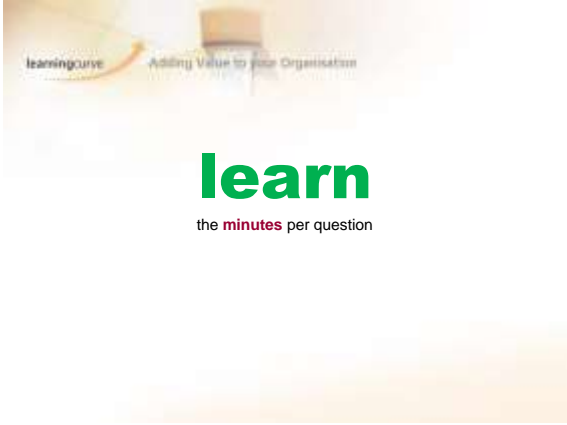
learningcurve Adding Value to your Organisation

improving **exam** management
with your top **tips**



let's work together...







learningcurve Adding Value to your Organisation

Analyse
Comment on
Classify
Justify
Examine
Define
Explain
Outline
Recommend

learn

the **command** words

learningcurve Adding Value to your Organisation



mock exams



learningcurve Adding Value to your Organisation

weekly "4/15" report



What did I achieve this week **that moves me closer** to my score

Did I **meet/exceed** my study hours this week

What was my biggest **time wasting activity** this week

Have I **updated** my study planner





