

Here are some tips to help you focus on and finish your course:

- Finding time is one of the biggest setbacks for study at a distance. Set a specific time aside every week, where you will have a half an hour or more to dedicate to your studies.
- Try and find a quiet area to study, ideally a desk where you can leave out your course materials. You can be more efficient if you don't have to get out your materials and put them away again after each study session.
- Enlist the support of your family members or roommates. Tell them about your studying plans, such as when and where you plan to study. This will make it easier to set aside the time you need.
- Taking notes will help you remember information and will provide you with a quick reference when you are studying for your exam. Find a note-taking method that is easy and helpful for you. Some people find that making notes in the margins of the course materials helps; others use a separate notebook.
- Highlight key words and phrases as you read your course materials. This will help when you are reviewing the materials for your exam.
- Pay attention to the module objectives listed in the beginning of the booklet. Once you have reviewed the materials, check the objectives to ensure you understand all the concepts.
- When you are finished reading a section, stop and summarize the important points in your head. If you can't remember the key points, reread the section.
- Don't try to study if you are tired or distracted. It's easy to read but hard to remember when you've had a long day or your mind is on other things.
- Don't give up! If you get busy with work or family commitments, just come back to your studies when you can.