

Module 6



Study Strategies

Introduction

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80-20 rule/ Pareto Rule

- Is rule kehta hai ki 80% outcomes sirf 20% efforts se aate hain. Jaise, kisi subject ke 20% concepts aapki understanding ka 80% determine karte hain.
- Sirf mehnat karne se hamesha results nahi milte, smart study karna bhi zaroori hai.
- Har topic ka weightage alag hota hai. Jo topics aapke goals ke liye important hain, unhe zyada focus do.

The Forgetting Rule

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Pehle din jab aap kuch padhte ho, aapko 100% yaad rahta hai. Lekin 7 din baad aap 80% bhool jaate ho.

Regular revision aap ko bhoolne se bachati hai. Ideal frequency yeh hai:

- 1 ghanta baad concept revise karo.
- 1 din baad concept revise karo.
- 1 hafte baad concept revise karo.
- 1 mahine baad concept revise karo.

Yeh scientifically proven strategy aapko 80% content yaad rakhne mein madad karegi.

Note Taking

- **Cornell Method:** Yeh ek notetaking method hai jisme page ko 3 sections mein khne mein madad karegi. divide kiya jata hai: Notes, Cues, aur Summary. Lecture sunte waqt 'Notes' section mein key points likho. Class ke baad, 'Cues' section mein questions ya keywords likho jo information yaad rakhne mein help kare. Aur page ke neeche, pura summary likho.

- **Flashcards:** Ek side par question ya term likho aur doosri side par uska answer. Jab revise karo, toh answer sochne ki koshish karo pehle card palatne se pehle. Isse aapki memory strong hoti hai. Digital ya physical flashcards use kar sakte ho jo aap aasan se carry kar sako.



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Module 5

Tackling Mental Barriers

Introduction

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Reasons for Procrastination

Aap us task ko karna nahi chahte: Agar aap kisi task ko complete karne ke liye motivated nahi hain, toh aap us par tab tak kaam nahi karenge jab tak external pressure na ho. Is problem ko solve karne ke liye, aapko external pressure create karna padega. Jaise, apne dost ko accountability partner bana lo.

Aapko result ka darr hai: Aap is haat se pareshan hain ki task complete karne ke baad kya hoga. Jaise, aapko darr hai ki karte baad log aapka le me ya aapko lagta hai ki log aap ka mazak udayenge. Iska solution hai apne confidence ko badhana aur SMART planning strategy ke saath ek sense of control create karna.

Samajh nahi paana ki task kitna time leta hai: Agar kisi task ki deadline door hai, toh us par kaam shuru karne ka pressure nahi hota. Iske alawa, hum aksar underestimate karte hain ki ek task ko complete karne mein kitna time lagega. Is problem ko solve karne ke liye, SMART planning jaise strategies ka use karein taaki aap track par bane rahein.

Dealing with Procrastination

- Eat the Frog**
Yeh strategy tab kaam aati hai jab aap apne productive hours mein sabse important task ko karte ho. Is context mein "frog" us task ko represent karta hai jisse aap avoid kar rahe ho ya jo aapko mushkil lagta hai.



• **Reduce Decisions**

Har din humein bahut saari choti-choti decisions leni padti hain, jaise abhi snack khana hai ya heavy lunch karna hai, dinner se pehle padhna hai ya baad mein. Is wajah se procrastination ka chance badhta hai. Mental load ko kam karne ke liye daily routine fix kar lo.

• **The Nothing Rule**

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• **The Rule of 3**

Ek din mein 3 se zyada bade tasks mat schedule karo. 2 tasks kam lag sakte hain aur 4 overwhelming ho sakte hain. 3 tasks complete karna ek balance aur achievement ka ehsaas deta hai

• **Time Batching**

Similar tasks ko ek saath karke uthao. Hi time slot mein complete karo. Jaise, subah ready hone wale sabhi tasks ko ek saath karo. Isse aapko ek rhythm milega aur distractions kam hongi.

Stress Management

Stress manage karne ke liye 3 simple strategies:

• **Physical Activity**

Regular exercise scientifically stress aur depression ko kam karne mein madad karta hai. Har weekday mein kam se kam 15 minutes aur weekends par 30 minutes exercise ka aim rakho.

• **Social Connections**

Doston aur family se emotional support loneliness aur anxiety se ladne mein madad karta hai. Apne loved ones ke saath waqt bitane ka dhyan rakho.



- **Positive Environment**

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Apna schedule master karein!

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Module 4

Building Focus

Introduction

Is module mein hum focus improve karne aur kaam ko efficiently complete karne ki strategies dekhenge.

Focus aapki success ka ek important factor hai.

Removing Distractions

- Distraction Notebook Rakhein:** Jab bhi aapke dimaag mein koi soch aaye kaam ke dauran, usse notebook mein likh lo aur kaam khatam hone ke baad dekho. Isse aapka dimaag free rahega. Warna aap us baare mein sochte rahogeâis darr se ki kahin bhool na jao. Isse aapko yeh bhi pata chalega ki aap aksar kis cheez ke baare mein sochte hain.
- Social Media ka Time Limit Set Karein:** Hum aksar yeh bhool jaate hain ki social media apps par hum kitna time spend kar rahe hain. Social media users ko lambe time tak engage rakhne ke liye design kiya gaya hai. Samajh lijiye ki aap social media par kitna time spend karna chahte hain aur ek time-blocker lagaiye.

Pomodoro Technique

Pomodoro ek time management technique hai jo productivity badhane ke liye aapke workday ko short, focused chunks mein divide karti hai, jo chhoti breaks se alag hoti hain. Ideally, aap 25 minutes ke liye kaam ya padhai karte hain aur phir 5 minutes ka break lete hain. Is cycle ko 4 baar repeat karne ke baad ek lamba break le sakte hain.

Aap online tools ka istemal karke Pomodoro clock set kar sakte hain. Google par "Pomodoro Timer" search karne par aapko kaafi saare apps aur online timers mil jayenge jo aap use kar sakte hain.



Student Pomodoro

- 50 minutes padhai karein aur 10 minutes ka break lien.
- Is cycle ko 2 baar repeat karein.
- Uske baad 30 minutes ka lamba break lein.

Note: 10-minute ke break mein kuch mat padhein ya kuch mat dekhein.

Mindfulness

Jab aap kisi task par kaam kar rahe ho, toh aap ka poora focus us task par hona chahiye. Mindful hone ke liye aap yeh kar sakte hain:

- **Multitasking se Bachen:** Har task ko 100% focus dein, chahe woh khana ho ya padhai. Har task ko poori tarah se appreciate karne ka mauka dein aur yeh maanein ki aapne task complete kar liya.
- **To-Do List Banaiye:** Apne dimaag ko un tasks ke baare mein sochkar distract mat hone dein jo aapko complete karne hain. Ek distraction notebook ka use karein, aur ek to-do list banaiye.

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Conclusion

Is module mein humne focus improve karne ki alag-alag strategies aur apne tasks ko tackle karte waqt mindful rehne ke tareeke dekhe.

Apna schedule master karein!



Module 3

Setting Goals

Introduction

Is module mein hum dekhenge ki aap kaise apne liye realistic goals set kar sakte hain aur unhe achieve kar sakte hain.

Aksar students ke goals unke liye kisi aur ne set kiye hote hain, jaise school ya parents.

SMART Goals

- S – Specific:** Woh specific details likhiye jo aap apne goal mein achieve karna chahte hain.
- M – Measurable:** Aisa criteria set karo jisse aap apne goal ko measure kar sakein.
- A – Achievable:** Kya aapke pass aisi resources hain jisse aap goal achieve kar sakte hain?
- R – Relevant:** Kya yeh aapke liye ya aapki situation ke liye relevant hai?
- T – Time-bound:** Iss goal ko achieve karne ki deadline kya hai?

Example

Goal: College ke dauran ek aisa internship dhundhna jo main kar sakun

- Specific:** Main har hafte 1 ghanta, 4 din, internship aur chhoti jobs dhundhne ke liye dedicate karunga jo mere field se judi hui ho. Isme resume update karna, cover letters likhna, job postings ke liye apply karna, aur LinkedIn pe networking karna shamil hoga.
- Measurable:** Main har hafte kam se kam 5 internship ya job opportunities ke liye apply karne ka aim rakhunga. Har hafte 1 networking event attend karunga ya 2 professionals se connect karunga.



Achievable: Main apne time ko manage karunga, weekends aur college ke baad job search activities par dhyan dekar, taaki yeh mere study time mein interfere na kare.

Relevant: Internship experience aur chhoti jobs lena mere resume ke liye important hai aur yeh mujhe graduate hone ke baad acchi job milne mein help karega.

Time-Bound: Mera aim hai ki main agle 3 mahine mein ek internship secure karun.

Conclusion

Is module mein humne SMART Goals ke baare mein dekha. Is strategy ka istemal karke apne goals ko achievable tasks mein divide karein aur aasani se accomplish karein!

Apna schedule master karein!

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Module 2

Time is Energy

Introduction

Is module mein hum alag-alag tarah ki energies aur kaunse activities aapki energy ko badhati ya kam karti hain, yeh dekhenge.

Jab hum kehte hain ki humare paas time nahi hai, toh hum aksar yeh keh rahe hote hain ki humare paas energy nahi hai.

4 Types of Energy

Physical Energy

- Aap kitni achhi neend lete hain?
- Aap kitna accha khatte hain?
- Kya aap regular exercise karti hain?

Emotional Energy

- Kya aap optimistic hain?
- Kya aapko khud par vishwas hai?
- Kya aap apne emotions ko control kar paate hain?

Mental Energy

- Aapke emotions ka asar kaise dikhai deta hai?
- Kya aapka self-talk positive hai ya negative?
- Kya aap apne emotions ko regulate kar sakte hain?

Spiritual Energy

- Kya aapke paas aise strong values hain jinpar aap khade rehte hain?
- Kya aapke andar integrity hai?
- Kya aap apne liye kiye gaye commitments ko nibhate hain?



Yeh chaaron energies milkar aap ko banati hain. Jab aap in chaaron energies mein high hote hain, tab aap sabse zyada productive hote hain.

Jab aap kisi task par kaam karte hain, toh apne aap se puchhiye ki kya aap productive the aur aapki energy levels kaise the.

Conclusion

Is module mein humne dekha ki aap apne din ke har ek ghante ka record rakho taaki samajh sakein ki tasks kitne time lete hain, aap apna waqt kahan spend karte hain, aur yeh tasks kis category mein aate hain.

Apna schedule master karein!

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Module 1



Time is Allocation

Introduction

Is module mein hum dekhenge ki aap apna waqt kaise allocate karte hain aur kya yeh allocation aapke liye sahi hai.

Duniya ke har insaan ke paas 24 ghante hi hote hain, par farq is baat se padta hai ki aap un 24 ghanton ko kaise use karte hain.

Urgent-Important Framework

- Apne tasks ko analyse karne ke liye do simple sawalon ka jawab dijiye:
- Yeh task kitna urgent hai?
- Yeh task kitna important hai?

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U - I Matrix

importance	Y	(N, Y) SCHEDULE IT	(Y, Y) DO IT RIGHT NOW
	N	(N, N) DROP IT	(Y, N) LET SOMEONE ELSE DO IT FOR YOU
		N	Y
		urgent	

Not Urgent + Not Important

- Real life mein, hum aise tasks ko simply chhod nahi sakte jo na urgent hain aur na important.
- In tasks ko eliminate mat karo, yeh ek balanced life ka hissa hain. Lekin, hum aksar yeh nahi samajhte ki hum in tasks par kitna time spend karte hain.



Urgent + Not Important

- Assess karo ki task kitna time leta hai.
- Agar yeh task zyada time leta hai-toh shayad yeh utna urgent nahi hai jitna lag raha hai.
- Agar yeh bahut kam time leta hai, toh bas khatam kar dena zyada asaan hoga.

Important + Not Urgent

- Isse schedule karo aur apni routine mein shamil karo.

Important + Urgent

- Do it immediately

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Module 9

Tech Tools

Introduction

Is module mein hum dekhenge ki kaise hum technology ka istemal karke tasks ko simplify kar sakte hain.

Scheduling

- Google Calendar: Apna schedule yaad rakhne mein time mat waste karo. Har task ko schedule karo taaki mental load kam ho.

Distractions

- Pomodoro Timer Apps: Issa routine bana sakte ho. Example: [Pomofocus](#)
- Social Media Apps ke liye time set: Issa app use karke time manage kar sakte ho.
- App locks ka use karo taaki work hours mein distractions se bachein.
- Apps use karo jo distracting apps ka use discourage karte hain, jaise ki [One Sec App](#).

Mental Health

- Meditation Apps: jaise [Calm](#).
- Mood-tracking apps use karo taaki aap mood aur productivity trends ko samajh sako aur zarurat padne par steps le sako.
- Habit-tracking apps use karo taaki aap motivated raho.

Study Tools

- AI ka use karke study plan banao.
- Apna SMART plan ChatGPT ko feed karo aur usse schedule banwao. Ek hafte baad review karo aur feedback ke basis par naya schedule banao.



Conclusion

Is module mein humne kuch aise tools cover kiye hain jo aapki productivity maximize karne aur aapke waqt ka poora fayda uthane mein madad karenge!

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Module 7

Taking Charge

Introduction

Is module mein hum dekhenge ki kaise aap apni seekhi hui strategies ko apne waqt par control paane ke liye apply kar sakte hain.

Win The Week

- Har goal ko ek hi din mein achieve karna mushkil hai.
- Koshish mat karo ki ek din mein multiple tasks complete ho jayein, balki ek hafte mein alag-alag cheezein karo. Isse aap har goal ko puri focus ke saath dekh sakte ho.

Ad-hoc Tasks



- Dekho ki aapko ad-hoc tasks kitni baar disturb karte hain.
- Agar yeh tasks daily aate hain, toh unke liye ek ghanta daily schedule karo.
- Apne doston aur family ke saath apna 'no-interruption' time share karo taaki unhe pata ho ki kis time aap kaam mein busy ho.
- Agar koi task urgent hai, toh usse side mein rakh do aur uske liye week mein ek slot bana lo taaki pura schedule disturb na ho.

Accountability

- Routine set karne ke baad, yeh aapki responsibility hai ki aap us routine ko follow karo. Jo promises aapne khud se kiye hain, unhe nibhaana seekho.
- Naha kehna seekho, ek polite tareeke se. Jaise, simple kah sakte ho ki yeh situation aapke liye fit nahi hoti aur ek alternative offer kar sakte ho.



Conclusion

Is module mein humne multiple goals pursue karne ki importance aur kaise inhe apni daily life mein incorporate kar sakte hain, yeh dekha.

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