



## **COPING STRATEGIES**

Whether it is stress, anxiety or pressures from the outside or within, we are all faced with external and internal barriers that challenge our potential. During these tough times, it's imperative that we have a coping strategy that we can turn to in order to help us deal with these difficulties.

### **HOW TO COPE**

Simple methods like planning your study/work can assist you in staying a few steps ahead. To regulate your time, it's important to note that no more than 50 minute segments of study are recommended with at least 15 minute breaks in between.

Once you have time management under control, it's crucial to find a regular work space. Studies show that it is beneficial to study at the same place at the same time every day.

Finding your own coping strategies and effective habits as soon as possible will make the struggles of deadlines more manageable than you ever thought it could be.

### **SPECIFIC TIPS FOR STUDYING**

**Research:** Take advantage of all the resources that you can get information from including the internet, books and the media. Remember to refer to the source at the end of your assignment.

**Take notes:** Differentiate between 'key points' and 'minor points'. This is particularly useful come revision time.

**Reading:** Understand how the book is written and how the information is presented.

**Oral presentations:** Verbal presentations involve 2 key aspects:

- 1) Preparation- What you say.
- 2) Delivery- How you say it.

Report writing: Identify and understand the question, seek clarification when necessary and let your own voice be heard in the writing. Make sure your argument is made clear for the reader.

Exams: Looking at past exams can help give you an idea of what to expect.

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