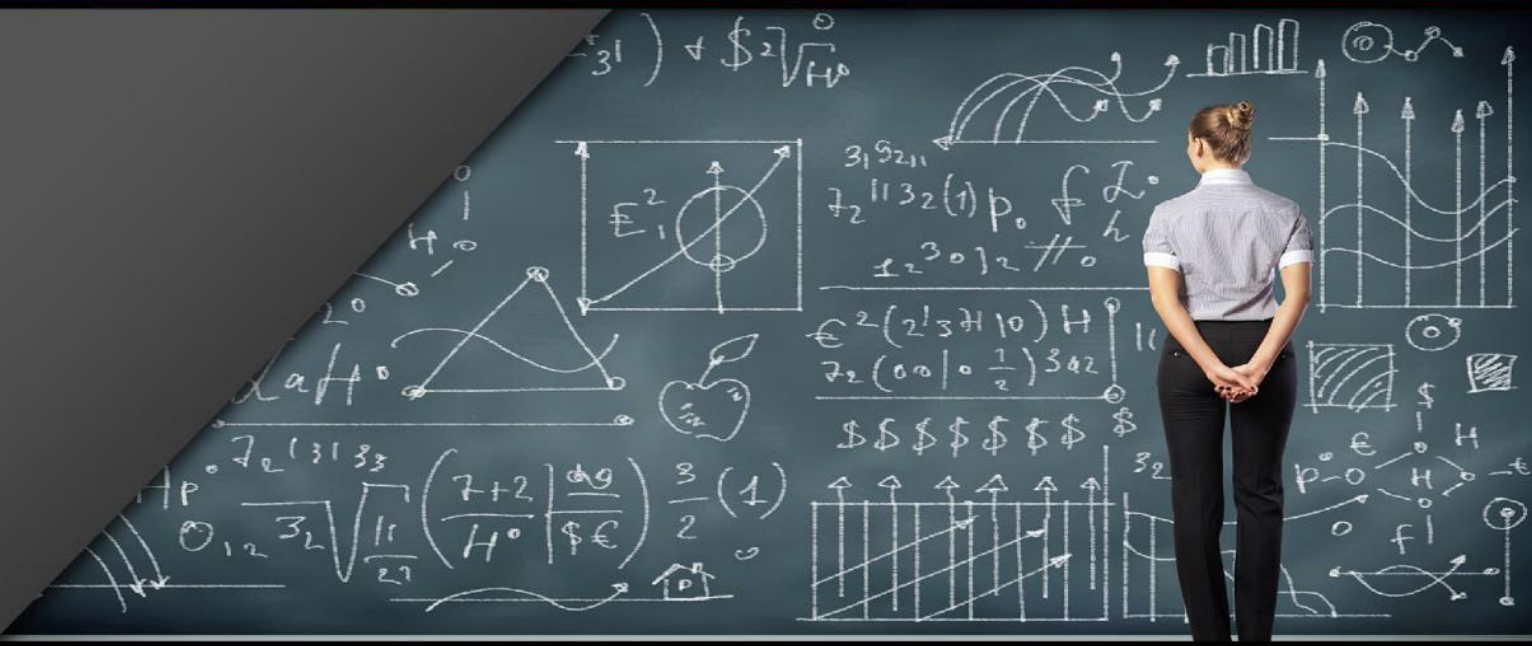


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The **INSTANT**-series

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Chapter 1

How to Be an Effective Learner

Simultaneous Learning

After all the sweat, blood, and tears that go into learning something new, what's the most exciting part about learning something useful? The new skill or knowledge that you'll benefit from for life, of course.

What is even more amazing is that you can actually pick up *more than one skill* in a single learning process. You know the expression: kill two birds with one stone.

But how is it possible to learn one thing but end up with one or two additional skills at the end of the day?

Well, think of it this way:

- When you are studying accounting, you are also improving your logic in math, so you end up improving both skills.
- When you are learning how to play the piano, you are simultaneously training your ears and eyes, giving you better visual coordination and sound distinction.

Can you see how learning one skill can develop a multitude of skills along the way?

The Power Of Learning

The benefits of learning are undeniable, and by adopting some learning techniques, you can enhance your learning rate quite a bit.

Now, you're probably thinking—learning takes time. Do I really have all the time I need to learn the things I want?

Take a moment, and imagine the positive possibilities of speeding up the learning process:

- You can move on to other things sooner, such as getting promoted early because you are so effective at work, start studying other subjects because you are able to go through your study materials at lightening speed in school, handle your clients' requirement faster because you understand what is expected in no time, etc.
- You can make learning more accessible, less stressful, and more enjoyable by being able to cover more materials in a simplified way, and end up liking what you do (especially if you're a student).
- You maximize your chances for better results. Think about it—you learn more while spending less time working, so you are less tempted to give up.

Now what could be more effective than that?

Take A Step Back To Figure Out The Solution

Before proceeding any further, let's go through an example.

You have factory workers **A** and **B**. *Worker A* is faster than *worker B*, but their outcomes are measured together at the end of the day because worker B's task is reliant on worker A's task.

The task of worker **A** consists of *moving small wooden logs from one point to another*, and the task of worker **B** consists of *moving the log to the sales house for display*.

The problem is, if worker B's task is not completed before 9:00 a.m. and customers can't be assisted, then the factory loses customers to their competitors.

- What solution can be found for our workers? How can they learn to work faster?

Suppose that what is slowing worker **B** down is his lack of organization; he has no plan, no timing, no coordination. He has nothing to help him beat the 9:00 a.m. deadline.

So what is our suggested solution here? What's the strategy?

Worker B needs to time his task, have a step-by-step visualization (plan) on how the task should be done, and then work accordingly.

The solution would be:

If worker A has **340 logs** to load on the truck so worker B can bring them for display in the factory before 9:00 a.m., he will need to start work at 6:00 a.m. every day. He should plan on loading **57 logs** every *20 minutes*, with a **5-minute break** in between.

So he will end up delivering **171 logs** after *one hour and fifteen minutes*, meaning that by 7:10 a.m., the display will have **171 logs** ready for the early customers.

By 8:20 a.m. he will have delivered the remaining **169 logs**; therefore, he will end up being *40 minutes early* from now on,

and the customers will get their wood earlier. In the end, everybody is happy because the business is gaining more customers, the customers are getting what they want, and the two employees are working faster.

Now that worker B is working faster, he is more effective, and even has **30 minutes** left for himself.

The strategy is simply dividing the workload in **phases** of *20 minutes each* with **5-minute breaks in between**; the outcome is that he has learned to work faster.

Now imagine what you can do with an additional *40 minutes* of free time at work.

Thus, learning faster is helpful in many aspects of your life, giving you the time to do other things you want or need to do.

Chapter 2

How to Make Learning Interactive

Become An Active Learner

You've certainly been in those situations when information, instructions, or directions were given to you, but you couldn't absorb them. It might have to do with your lack of focus, but maybe you just need to be stimulated in another way to absorb the information.

That's why finding the right learning tool is crucial in learning.

Thanks to technology and the flexibility of the educational system, you don't have to restrict yourself to the traditional way of learning, which has mostly been through reading a book.

- For example, these days singers can record a song while reading lyrics on their phones, and even you can listen to your evening class on your phone while commuting to work.

Everything is simplified nowadays, which in turn gives you a greater variety of options when it comes to how you want to learn.

Your Learning Styles

In other words:

- Some people learn better with visual tools like videos, illustrations accompanying a text, diagram, and tables.
- Others learn better through auditory tools like tape recordings.
- And there are those who prefer to learn through kinesthetic tools, which involve physical activities.

It is important to understand which learning style you are most comfortable with.

You should also note that some disciplines are better learned with specific learning tools.

For instance, you can't teach a girl how to be a ballet dancer through verbal instruction; she needs visual and live guidance. You can't teach someone how to be a doctor by assigning them books to read; they must also do their own research and experiments.

Use Tools For Speed Learning

If you want to learn faster, keep in mind these two key components: *speed reading* and *speed studying*.

Speed reading and speed studying are based on simplifying your work or task in hand. So, if you want to read faster, don't hesitate to scan through your text, downsizing the content you have by chunking it down to 10, 15, or even 20 groups of words.

If you want to study faster, get into the habit of summarizing everything you're learning. Create diagrams instead of relying on 20 pages of text. Take breaks periodically. Divide your learning sessions into smaller parts.

Overall, use whatever tools you have, or create new ones to customize your learning.

Exercise: Text vs. Illustration

Before we get to the next section, do the following exercise.

1) Read the following text.

Women have become more empowered throughout the century. Today they can be claimed as equal to men. They are just as professional, and perhaps even make better leaders since they tend to be more collaborative communicators than men. Compared to women 70 years ago, women today have time to take care of themselves, work out, and be healthier.

With more exposure to knowledge and more freedom to pursue it, women have more choices on how they live their lives, whether it be in their relationships or professional goals. Lastly, women also tend to be better with finances, making them safer financial decision makers.

2) Now read the diagram below.



Through the past century women have become very powerful...



They're considered to be on the same level than men...



They have good leadership skills, and get orders followed more effectively most of the time...



They work out more, worry more about their health and appearance...



Their confidence and freedom help them manage their relationships...



And when it comes to finances, they gamble less than their counterparts.

- Which format would you rather learn about the subject of empowered women? Which is faster? Explain.
- Which of the two formats is more explicit? Explain.
- Did the illustrations (visual aid) help you through your learning process?
- Which learning tool would prefer using from now on? Explain.
- Note how the text is simplified in the diagram. Does it give you the impression that the pictures speak for themselves?

Exercise: Text vs. Diagram

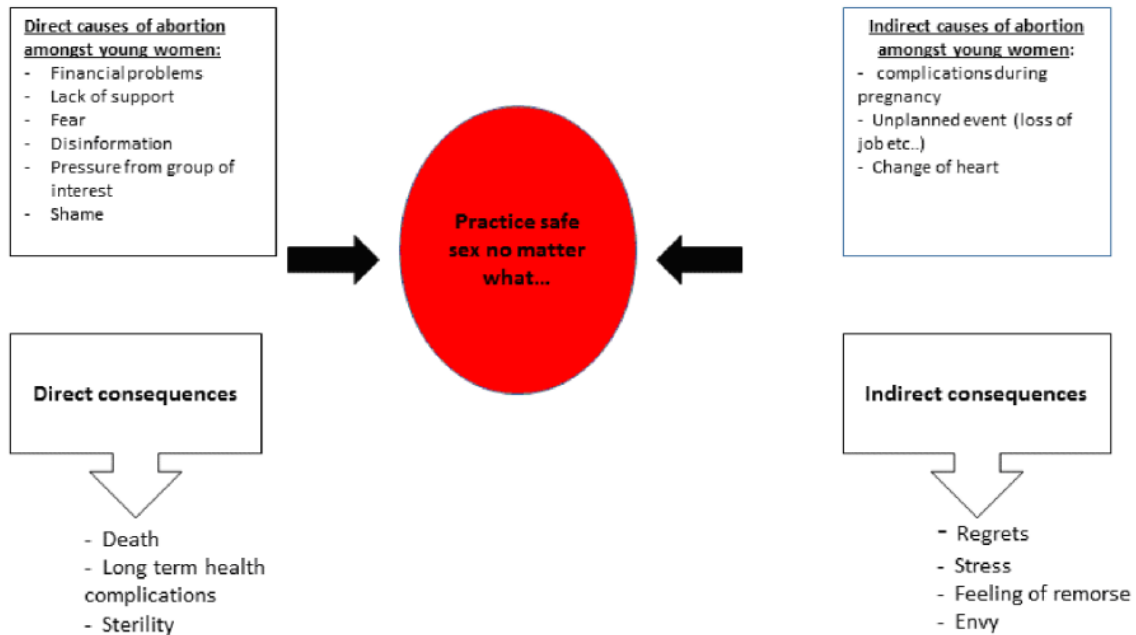
1) Read the following text.

Abortions have increased in the last decade. Many women are more comfortable with the procedure than they used to be, but the

motivations for getting an abortion differ from one woman to another. Some have abortions because of financial reasons, unable to take care of both themselves and the child. There is also the pressure from friends and family. The lack of support from a lover can also push them to make such a decision. Other causes range from being ashamed, because they are still too young, so they become scared of the responsibility and decide to end the pregnancy. There are also indirect causes that leave the women with no choice but to opt for an abortion: complication during the pregnancy, preeclampsia that can lead to both the mother and baby's death, or unplanned events such as the loss of a job or place to stay. Yet, the consequences of abortions can be just as dramatic. It can lead to death, long-term health complications, or the inability to ever become pregnant later on in life. Those who had no choice but to opt for an abortion sometimes regret their decision afterward, which can lead to stress, remorse, and envy of other women with kids. No matter what, women should always practice safe sex.

2.) View the diagram.

CAUSES AND CONSEQUENCES OF ABORTIONS AMONG YOUNG WOMEN



- Which format is more simplified and, thus, easier to study?
- Which of the two formats makes you understand the theme better and faster?
- Can you see how a diagram can help you understand information better? Explain.

Experiment With Different Approaches To Learning