

## *INTRODUCING*

### **Study Management Coaching: How to Plan Your Study**

*“PLAN SMART. STUDY BETTER. SUCCEED FULLY”*

**Study Management Coaching** is a personalized program designed to help students transform the way they approach exam preparation. Our coaching focuses on teaching students how to treat their study journey as a project—complete with planning, tracking, and managing their time and efforts effectively.

Through one-on-one or small-group sessions, students learn proven strategies to:

- Break down their syllabus into manageable tasks.
- Set realistic goals and prioritize their study schedule.
- Overcome procrastination and stay on track with consistent progress.
- Build confidence with better time management and self-assessment tools.

Whether preparing for board exams or competitive tests, **Study Management Coaching** empowers students with the skills to study smarter, reduce stress, and achieve their academic goals with ease and clarity.

#### **About Us**

Our **Career Academy** is an extension of the **Center for Career and Life Design Counselling**. We believe in empowering young minds to approach learning holistically, ensuring that their journey aligns with their personal growth and future aspirations.

Led by **Prof. Dr. Somprakash Bandyopadhyay**, Former Professor of IIM Calcutta, IIT Kharagpur and IIT Bombay and a seasoned educator & mentor, our mission is to nurture students into confident, well-prepared individuals ready to conquer any challenge.

#### **Why Choose This Program?**

In today's competitive academic environment, success requires more than just hard work. It demands strategic planning, effective time management, and the ability to adapt to challenges. Our program equips students with these essential life skills, setting them up for academic success and beyond.

#### **Key Highlights**

- **Individualized Attention:** Personalized coaching tailored to students' unique learning style and needs.
- **Small Class Size:** One-to-one or one-to-two sessions for focused guidance.
- **Comprehensive Framework:**
  - Breaking down the syllabus into manageable milestones.
  - Designing a structured study plan.
  - Employing project management tools for effective tracking.

- **Skill Development:** Techniques to enhance time management, memory retention, and stress management.
- **Practical Application:** Real-world tools like the SMART goals framework, Pomodoro technique, and revision planning.
- **Expert Guidance:** Learn from seasoned educator with years of experience in mentoring students.

## What You Will Learn

1. **Goal Setting:** Craft actionable and achievable goals.
2. **Time Management:** Master the art of balancing study, work, and leisure.
3. **Syllabus Analysis:** Prioritize topics based on importance and difficulty.
4. **Self-Assessment:** Reflect on progress and identify areas for improvement.
5. **Stress Management:** Techniques to stay calm and confident under pressure.
6. **Collaborative Skills:** Build networks and work effectively with peers.

## Program Details & Fees

- **Frequency:** Weekly sessions (2 hours each); once a week
- **Duration:** Continuous, depending on the need
- **Format:** One-to-one classes for personalized attention.
- **Location:** Onsite at our Career Academy in Kolkata
- **Support Materials:** Includes study planners, trackers, and templates for at-home use.
- **Fee:** Rs 1500.00 Per session

## Program Flow (Rotating Monthly Cycle)

Each month will follow a cycle that integrates planning, monitoring, evaluating, and adjusting study habits.

### Week 1: Monthly Planning & Goal Setting

- **Focus:**
  - Review previous month's progress.
  - Set new academic goals using the SMART framework.
  - Break down the syllabus into monthly and weekly tasks.
- **Activities:**
  - Create a personalized study calendar.
  - Prioritize topics based on upcoming tests/exams.

### Week 2: Progress Monitoring & Time Management

- **Focus:**
  - Review the past week's performance.
  - Analyze time management efficiency using techniques like Pomodoro and Time-blocking.
  - Identify time-wasters and distractions.
- **Activities:**
  - Update progress trackers and Kanban boards.
  - Adjust study plans for better productivity.

### Week 3: Study Techniques & Self-Evaluation

- **Focus:**
  - Introduce advanced study techniques (spaced repetition, active recall).
  - Conduct self-assessments and mock tests.
  - Evaluate strengths and areas needing improvement.
- **Activities:**
  - Practice mock exams or timed study sessions.
  - Reflect on learning outcomes and adjust techniques.

### Week 4: Reflection, Adjustment & Stress Management

- **Focus:**
  - Reflect on the month's achievements and challenges.
  - Adjust goals and study strategies for the next month.
  - Learn stress management techniques to maintain well-being.
- **Activities:**
  - Group discussions on overcoming obstacles.
  - Develop contingency plans for future challenges.
  - Practice mindfulness or relaxation exercises.

### Benefits of the Continuous Model

1. **Consistent Support:** Regular sessions keep students on track and accountable.
2. **Dynamic Adjustments:** The flexible structure allows for real-time changes based on academic demands.
3. **Holistic Development:** Beyond academics, students learn essential life skills like time management, resilience, and stress handling.
4. **Long-Term Impact:** Students develop sustainable study habits that will benefit them throughout their academic journey and beyond.

### Benefits beyond Examination Preparation

Our program not only prepares students for exams but also fosters essential life skills such as:

- Critical thinking
- Problem-solving
- Resilience
- Self-discipline
- Confidence to face challenges