

In the insurance industry, continuous learning and development play a key role in managing your career effectively.

Enhancing your knowledge base, honing technical skills, and keeping abreast of industry trends is a means of demonstrating your competency to your stakeholders, colleagues, and managers.

Studying and learning can be a challenge especially when we are balancing our learning with other priorities like work and our lives outside of the office.

Building effective study habits and skills can help tremendously in setting yourself up for success in pursuing industry licenses, designations (e.g. Chartered Insurance Professional (CIP)), certificates (e.g. Advanced CIP or Risk Management) or continuing education.

**Derived and modified from the work of: Congos, Dennis H Study Skills Inventory. University of Central Florida (2014).*

Reflect on each question and assess whether you engage in this behaviour:

The following inventory will help you to benchmark your current approach in 6 Study Skills Areas – Readings, Note Taking, Memory, Test/Exam Preparation, Concentration, and Time Management. From there, you will be able to identify areas of strength and potential areas for development to help you best work towards the results you are looking for when it comes to your on-going learning.

- (0)** Almost Never
- (1)** Less than Half of the Time
- (2)** About Half of the Time
- (3)** More than Half of the Time
- (4)** Almost Always
- (5)** More than Half of the Time

Readings

- 1. I formulate questions from the article/chapter before, during, or after reading
- 2. Before reading an article/chapter, I survey headings, bold print, italics, questions, summaries, etc.
- 3. I try to get the meaning of new terms as I encounter them the first time
- 4. I formulate answers to questions I have as I work through the reading
- 5. I look for main ideas as I read
- 6. I am able to readily identify details/key points corresponding to each main idea
- 7. I read an article/textbook chapter more than once

Score (__ x 5) + (__ x 4) + (__ x 3) + (__ x 2) + (__ x 0) =



Notetaking

- 8. I take notes as I read my textbook/articles
 - 9. I take notes in class, during seminars, and in on-line tutorials
 - 10. After taking notes, I review them before going on to something else
 - 11. I rewrite my notes to help me summarize and synthesize information based on key ideas/themes
 - 12. I compare notes with one or more other learners to check completeness and accuracy
- Score (__ x 5) + (__ x 4) + (__ x 3) + (__ x 2) + (__ x 0) =**

Memory/Comprehension

- 13. I review notes more than once when preparing for quizzes, tests and exams
 - 14. I use mnemonics/acronyms to help me remember key pieces of information
 - 15. I use visuals in my notes such as sketches, mind maps, diagrams, charts, etc. to help me organize my ideas.
 - 16. I quiz or drill myself on key facts and information that could appear on future quizzes, tests, or exams
 - 17. I make connections between new things I am learning and things I have learned before
 - 18. I convert material and notes into my own words.
 - 19. I think about material that could be on quizzes, tests, and exams when I am not studying.
 - 20. I try to understand material in my notes as opposed to just memorizing.
 - 21. I try to organize main ideas and points into some logical order.
- Score (__ x 5) + (__ x 4) + (__ x 3) + (__ x 2) + (__ x 0) =**



Test/Exam Preparation

- 22. I study with a classmate or group
 - 23. When I don't understand something, I seek help from classmates, tutors, instructors, etc
 - 24. I do all my assignments.
 - 25. I can easily identify what I know well and what I need to review again
 - 26. I review notes/readings for a class before I go to that class.
 - 27. I begin studying for a quiz, test, or exam from the first week material is assigned or covered
 - 28. I eat well-balanced meals daily
 - 29. I exercise daily.
 - 30. I have taken the Insurance Institute's or other study skills workshops
- Score (__ x 5) + (__ x 4) + (__ x 3) + (__ x 2) + (__ x 0) =**

Concentration

- 31. I study where it is quiet, well lit, and has access to all the things I need (e.g. textbooks, computer, internet, etc.) when trying to learn and remember something.
 - 32. I study for an hour and then take a short break before returning to studying
 - 33. I study in the same place.
 - 34. I avoid cramming.
 - 35. I have all my study materials handy to my study place (e.g., pens, paper, textbook/articles, notes, laptop, etc.)
 - 36. When I sit down to study, I set goals and have a plan for what I want to cover
 - 37. I break larger tasks into smaller segments in order to complete an assignment or prepare for a quiz/test/exam
 - 38. When the subject matter is not naturally interesting, I find ways to make it through
 - 39. It is not difficult to pay attention to my reading and/or in class.
 - 40. I avoid studying late at night as much as possible
- Score (__ x 5) + (__ x 4) + (__ x 3) + (__ x 2) + (__ x 0) =**



Time Management

- 41. I use an online or printed calendar for recording upcoming learning , work, and personal activities.
 - 42. I use lists (e.g., daily to-do lists and assignment lists) to organize my activities.
 - 43. I set up a master schedule of fixed monthly activities (e.g., classes, work, meetings, etc.)
 - 44. I set short-term and long-term learning goals.
 - 45. I start assignments well before they are due.
 - 46. I study/work on assignments at least two (2) hours for every hour I am learning in class/through reading. . .
- Score (__ x 5) + (__ x 4) + (__ x 3) + (__ x 2) + (__ x 0) =**

Study Skills Area	Score	Benchmark
Reading.	<input type="checkbox"/>	30
Notetaking.	<input type="checkbox"/>	20
Memory/Comprehension	<input type="checkbox"/>	35
Test/Exam Preparation	<input type="checkbox"/>	35
Concentration.	<input type="checkbox"/>	35
Time Management	<input type="checkbox"/>	20
Total	<input type="checkbox"/>	175

What does my score reveal about my study skills?

> 175 You are doing extremely well in doing the best you can to achieve the results you are looking for with respect to your learning and development.

= 175 You are setting yourself up for success. Your studying and hard work will pay off in the long run.

140 - 174 There are likely some opportunities for you to sharpen your study skills. You may wish to investigate the Study Skills Seminar offered through the Insurance Institute to assist you in maximizing your learning efforts. Building an action plan which is focused on setting goals based on the behaviours outlined in this questionnaire will also likely prove helpful.

< 140 There is some significant opportunity for improvement. The Study Skills Seminar offered through the Insurance Institute is likely a solid starting point. You will also want to take a long look at your current approach and identify some sustainable ways to improve your study habits. Working with a tutor, consulting with your instructor, or a 'trusted study buddy' will also likely be an essential part of helping you to get on track when it comes to your studying.