

Learning Strategies: Chunking

Chunking refers to the process of breaking down academic tasks into *manageable* steps. Chunking can be used to break down all the components of an entire task, or for only part of a task.

It is a skill that can be beneficial for tasks that require multiple steps to complete, and to plan for the completion of *major* assignments, projects, or exams.

Chunking can help you to:

- **Start** new or difficult assignments
- Improve your **time management**
- Plan your study sessions
- Set *effective* academic **goals**
- Make **strategic** study decisions
- Reduce feelings of **anxiety** or **overwhelm**
- Increase your task understanding
- Monitor and evaluate your progress

Example

Task: Planning Phase for a Research Essay

1. Write down two to three potential topics of interest. ***Look for ideas on assignment description and syllabus.**

2. Identify key words and search terms to explore the literature for relevant research in those areas.

3. Browse the literature to look for relevant research. ***Who is the subject librarian? FIND OUT.**

4. Select a topic to research. ***Confirm with TA at office hours on September 25th or 27th at 1:00pm.**

5. Find five to seven relevant research articles in this area. ***Bibliography due on October 6th at 9:00am.**

6. Print the research articles. ***Do this at the library after class on October 6th with TA approval.**

7. Read the research articles. Highlight important definitions, and key ideas.

8. Write notes on the articles. ***I might do this at the same time as reading the articles. I will need an hour for each article.**

9. Summarize each of the research articles. ***I will need at least two hours for each summary.**

10. Create a Word Document for an outline.

11. Draft a thesis statement and three main arguments.

12. Find 3 examples for each argument from the research. ***Write down author and page numbers**

Break It Down

Select a task that you need help to *start* or to *complete*. Break this task down into **individual steps**. Write a short description of each step in the boxes. You may want to include a time estimate for completion, a projected deadline, or strategy to support yourself.

Task:		

For EACH STEP, ask yourself:

1. **How long** will this take to complete? **When** do I need to complete it by?
2. What **strategies** will I use to complete this step?
3. What **challenges** do I expect? What **resources** are available to help?

Task:		
Steps Describe each step of the task. How long will this step will take to complete? What is my project deadline for this step?	Strategies Plan your strategy for each step. What challenges do I anticipate? What resources are available to help?	Done
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		