Advising visual learners: Playing to their strengths

2015 Professional Staff Conference

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The University of Melbourne
Student advising is a university-wide, interactive activity that engages staff and students in ongoing conversations that support individual student learning, progress, engagement and success.
Articles on learning styles in relation to advising on NACADA Clearinghouse
http://www.nacada.ksu.edu/Resources/Clearinghouse.aspx
I. Blah
   A. Blah Blah
      1. Blah Blah Blah
      2. Blah Blah Blah
   B. Blah Blah

II. Blah
    A. Blah Blah
       1. Blah Blah Blah
       2. Blah Blah Blah
    B. Blah Blah
       1. Blah Blah Blah
       2. Blah Blah Blah
       3. Blah Blah Blah

III. Blah
     A. Blah Blah
     B. Blah Blah
     C. Blah Blah Blah
Examine three ‘tools’ developed and used with students, to address the following themes:

• Learning and confidence
• Time management
• Wellbeing and stress

Explain the process used to develop a tool, to encourage you to use this process yourselves.
The Learning Curve

Progress and confidence vs. Time
<table>
<thead>
<tr>
<th>Quadrant</th>
<th>Important</th>
<th>Not Important</th>
</tr>
</thead>
<tbody>
<tr>
<td>I (M)ANAGE</td>
<td>Urgent</td>
<td>Not Urgent</td>
</tr>
<tr>
<td></td>
<td>Crisis</td>
<td>Preparation/planning</td>
</tr>
<tr>
<td></td>
<td>Medical emergencies</td>
<td>Prevention</td>
</tr>
<tr>
<td></td>
<td>Pressing problems</td>
<td>Values clarification</td>
</tr>
<tr>
<td></td>
<td>Deadline-driven projects</td>
<td>Exercise</td>
</tr>
<tr>
<td></td>
<td>Last-minute preparations</td>
<td>Relationship-building</td>
</tr>
<tr>
<td></td>
<td>for scheduled activities</td>
<td>True recreation/relaxation</td>
</tr>
<tr>
<td>Quadrant of Necessity</td>
<td></td>
<td>Quadrant of Quality &amp; Personal Leadership</td>
</tr>
<tr>
<td>III (A)VOID</td>
<td>Urgent</td>
<td>Not Urgent</td>
</tr>
<tr>
<td></td>
<td>Interruptions, some calls</td>
<td>Trivia, busywork</td>
</tr>
<tr>
<td></td>
<td>Some mail &amp; reports</td>
<td>Junk mail</td>
</tr>
<tr>
<td></td>
<td>Some meetings</td>
<td>Some phone messages/email</td>
</tr>
<tr>
<td></td>
<td>Many “pressing” matters</td>
<td>Time wasters</td>
</tr>
<tr>
<td></td>
<td>Many popular activities</td>
<td>Escape activities</td>
</tr>
<tr>
<td>Quadrant of Deception</td>
<td></td>
<td>Viewing mindless TV shows</td>
</tr>
<tr>
<td>IV (A)VOID</td>
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<td></td>
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</tr>
</tbody>
</table>
## Time Intelligence Management Matrix

<table>
<thead>
<tr>
<th></th>
<th>IMMEDIATE</th>
<th>NOT IMMEDIATE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Crisis</strong></td>
<td>Examples</td>
<td>Examples</td>
</tr>
<tr>
<td><strong>Effect</strong></td>
<td>Effect</td>
<td>Effect</td>
</tr>
<tr>
<td><strong>Solutions</strong></td>
<td></td>
<td>Solutions</td>
</tr>
<tr>
<td><strong>Distractions / The illusion of productivity</strong></td>
<td>Examples</td>
<td>Examples</td>
</tr>
<tr>
<td><strong>Effect</strong></td>
<td>Effect</td>
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<td></td>
<td>Solutions</td>
</tr>
</tbody>
</table>

Adapted from *The 7 Habits Of Highly Effective People 25th Anniversary Edition*, Authored By Stephen Covey, Launches, 2014, *Business Wire*
### Time Intelligence Matrix - Example

<table>
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<tr>
<th>Immediate</th>
<th>Not Immediate</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Crisis</strong></td>
<td><strong>The Zone</strong></td>
</tr>
</tbody>
</table>

**Examples**
- Project due tomorrow
- Emergencies
- Appointments

**Effect**
- Stress, burnout

**Examples**
- Planning work ahead of time
- Scheduling, goal setting
- Exercise
- Doing readings weekly
- Saving money
- Investing in relationships
- Planned recreational time

**Effect**
- Balanced approach, well organised
- Feel in control
- Prevents anxiety and meltdown

- **The Procrastinator**
- **The Prioritiser**

### Distractions / The illusion of productivity

**Examples**
- Transcribing lecture notes
- Constant goal setting, no follow through
- Over-studying
- Going to the library and borrowing 100 books, reading none
- College distractions (parties every night)
- Answering phone or text every time
- Friend’s emergencies (e.g. Boyfriend broke up with me again)

**Effect**
- Constantly busy but not achieving goals
- Time spent working does not prevent ‘crisis’ stage

- **The ‘Yes’ Person**
- **The Timewaster**

**Examples**
- Surfing the web
- Constant social media
- Gaming
- College – spending all your time in the common room
- TV series addiction

**Effect**
- Guilt
- Falling behind
- Procrastinate until crisis mode

- **The Procrastinator**
- **The Prioritiser**
Wellbeing and stress
1. Consider the common theme or problem
   Theme: decision making and fear
   “What if I make the wrong decision?!“

2. Start by considering your own response to the issue. What did your journey look like?
   Brainstorm ideas about how you would visually represent your journey

3. Consider what you want students to learn. What is the key takeaway or lesson?

4. Compare ideas with a colleague
Developing the tool

- Happenstance
- Portfolio career

Skills, experience, interests, motivations, knowledge

Tools

Education
- Adviser
- Teacher
- Migrant education
- Volunteer education
- Disability federation

Public library
- Volunteer speech path
- Volunteer youth wing
- Volunteer theatre

Creativity, learning
Developing the tool
Goal: Working in an area helping people

**Graduate**
- Theoretical knowledge of field
- Strategies for working effectively in the sector
- Professional skills and experience gained through work placements (as below)
- Written communication
- Grants writing knowledge

**Second/Third Year**
- Complete Internship and return to community development field
- Volunteer in Community organisation in a field you are interested in

**First Year**
- Ability to work with range of different types of people
- Ability to assist people with challenges and academic/personal development
- Ability to work within an organisational structure to achieve objectives with success
- Volunteer with homeless club
- Volunteer with elderly club
- Volunteer with community club
- Volunteer with family support club

**Arts degree**
- Enhanced insight into the range of organisations available to assist other people and causes
- Networking skills
- Commitment to causes and assistance with events
- Join range of volunteering clubs

Skills acquired:

- Professional communication
- Planning
- Events management
- Teamwork
- Administration
- Marketing
- Networking
- Budgeting/accounting
- Customer service
- External and internal stakeholder management