LIFE TOOLS

For more information, please contact:
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WRAP UP AND WEEK 1

Academic Success and Module Fair Tuesday 19 September 2017 12:00pm – 4:00pm The Marquee located at car park 4 behind RUSU and the Carrington Building

Reading Experience Day Wednesday 27 September 2017 12:00pm – 4:00pm The Dome

Come along to our stands in the Marquee and the Dome and pick up hints and tips to help you settle in and study effectively.

REPEATED TALKS

Want to attend a talk, but can’t due to another academic commitment? Don’t worry. Many of our popular talks will be repeated several times at regular intervals throughout the academic year.
Techniques for increasing concentration Monday 2 October 2017 Thursday 26 October 2017 Thursday 23 November 2017 Monday 15 January 2018 Monday 12 February 2018 Wednesday 14 March 2018 Wednesday 1 May 2018

Stop Procrastination Thursday 23 October 2017 Thursday 25 January 2018 Thursday 26 April 2018

Successful strategies to manage academic pressure Thursday 5 October 2017 Wednesday 29 November 2017 Wednesday 28 February 2018 Wednesday 21 April 2018

Simple ways to minimise stress and improve your health Monday 16 October 2017 Wednesday 7 February 2018 Wednesday 9 May 2018

An Introduction to Mindfulness Wednesday 18 October 2017 Wednesday 15 November 2017 Wednesday 26 January 2018 Wednesday 21 February 2018 Monday 30 April 2018

LIFE TOOLS 2017–18 TALKS PROGRAMME

Manage academic demands effectively

Improve resilience when life becomes challenging

Enhance your personal wellbeing

If you would like more ‘tools’ in your academic and personal toolkit, come to one of the Life Tools talks – run by experts in personal development and wellbeing.

In today’s demanding job market, employers place a lot of emphasis on finding applicants with specific skills and abilities for their organisations. More than this, however, they are looking for candidates with behaviours and competences which complement their academic achievements.

Our programme of talks Life Tools is designed to educate and equip you with a range of highly desirable abilities and attributes which will complement and enhance your academic portfolio.

Start gathering these abilities and attributes now. Further develop those you already have and stand out from the crowd when you send in your CV.

Academic tools

Increase your concentration, academic revision, overcome academic anxiety and effectively manage exams pressure.

Resilience tools

Manage stress, cope with change and acquire problem-solving skills.

Personal development tools

Achieve your potential, work effectively with others and increase your sense of wellbeing and optimism.

The 2017–18 Life Tools programme has been tailored to provide the three main components shown above.

Select a range of talks from each of these three areas to develop your personal portfolio. Acquire the knowledge, Assimilate the skills and Apply them to your academic and personal life.

Life Tools talks are open to all students. They have been designed to get you thinking, to increase your knowledge and provide you with competences to enhance your life.

WELCOME WEEK AND WEEK 1
**LIFE TOOLS PROGRAMME**

**2017 – 2018**

**AUTUMN TERM**

**Cómo maximizar tu universidad y tu vida personal** Wednesday 27 September 2017 1:00pm – 2:00pm Palmer, Room G03 Find out tips for managing your time and maintaining your personal wellbeing.

**Techniques for increasing concentration** Monday 2 October 2017 2:00pm – 3:00pm Palmer, Room G04 Learn how to focus better and work more productively.

**Successful strategies to manage academic pressure** Thursday 5 October 2017 4:00pm – 5:00pm Palmer, Room G05 Learn some Mindful activities and find out how to manage your time effectively and achieve more in the time available. A joint session with Study Advice.

**Getting a good night’s sleep** Thursday 5 November 2017 1:00pm – 2:00pm Palmer, Room G04 Advice on improving your sleep pattern and tips to help you sleep better.

**An introduction to Mindfulness part 2: keeping calm** Wednesday 11 November 2017 1:00pm – 2:00pm Palmer, Room G04 Discover your strengths, explore your potential for the job that fits you a job session with Careers.

**Ways to stop procrastination, and finish your work and revise** Monday 19 November 2017 2:00pm – 3:00pm Palmer, Room G04 Find out how to focus better and work more productively.

**Techniques for increasing memory and concentration** Monday 27 November 2017 2:00pm – 3:00pm Palmer, Room G04 Develop your presentation style, build your confidence when speaking in public and improve your grades with successful academic presentations: a joint session with Study Advice.

**Capturing confidence: learn strategies to do and feel better** Wednesday 21 December 2017 1:00pm – 2:00pm Palmer, Room G04 Learn how to focus better and work more productively.

**SPRING TERM**

**Techniques for increasing memory and concentration** Monday 15 January 2018 2:00pm – 3:00pm Palmer, Room G02 Find out how to focus better and work more productively.

**How to use critical feedback constructively** Thursday 18 January 2018 2:00pm – 3:00pm Palmer, Room G04 Talk about feedback without taking it personally. How to read your feedback comments as a learning tool and improve your work.

**An introduction to Mindfulness part 3: getting started** Wednesday 24 January 2018 1:00pm – 2:00pm Palmer, Room G04 Find out what the ‘why’ is about. Can Mindfulness help you personally and academically?

**Techniques for increasing memory and concentration** Monday 29 January 2018 2:00pm – 3:00pm Palmer, Room G04 Learn how to focus better and work more productively.

**Ways to stop procrastination, and finish your work and revise** Monday 19 February 2018 2:00pm – 3:00pm Palmer, Room G04 Find out how to focus better and work more productively.

**Techniques for increasing concentration** Monday 26 February 2018 2:00pm – 3:00pm Palmer, Room G05 Techniques for increasing memory and concentration: a joint session with Study Advice.

**Capturing confidence: learn strategies to do and feel better** Wednesday 21 March 2018 1:00pm – 2:00pm Palmer, Room G02 Learn how to focus better and work more productively.

**How to use critical feedback constructively** Thursday 22 March 2018 2:00pm – 3:00pm Palmer, Room G04 Talk about feedback without taking it personally. How to read your feedback comments as a learning tool and improve your work.

**An introduction to Mindfulness part 3: getting started** Wednesday 28 March 2018 1:00pm – 2:00pm Palmer, Room G04 Find out what the ‘why’ is about. Can Mindfulness help you personally and academically?

**Techniques for increasing concentration** Monday 2 April 2018 2:00pm – 3:00pm Palmer, Room G04 Learn how to focus better and work more productively.

**Ways to stop procrastination, and finish your work and revise** Monday 15 April 2018 2:00pm – 3:00pm Palmer, Room G04 Find out how to focus better and work more productively.

**Techniques for increasing memory and concentration** Monday 29 April 2018 2:00pm – 3:00pm Palmer, Room G04 Find out how to focus better and work more productively.

**Capturing confidence: learn strategies to do and feel better** Wednesday 2 May 2018 1:00pm – 2:00pm Palmer, Room G02 Learn how to focus better and work more productively.

**How to use critical feedback constructively** Thursday 3 May 2018 2:00pm – 3:00pm Palmer, Room G04 Talk about feedback without taking it personally. How to read your feedback comments as a learning tool and improve your work.

**An introduction to Mindfulness part 3: getting started** Wednesday 9 May 2018 1:00pm – 2:00pm Palmer, Room G04 Find out what the ‘why’ is about. Can Mindfulness help you personally and academically?

**Techniques for increasing memory and concentration** Monday 14 May 2018 2:00pm – 3:00pm Palmer, Room G04 Find out how to focus better and work more productively.

**Ways to stop procrastination, and finish your work and revise** Monday 28 May 2018 2:00pm – 3:00pm Palmer, Room G04 Find out how to focus better and work more productively.

**CAPTURING CONFIDENCE**

**Techniques for increasing memory and concentration** Monday 27 October 2017 2:00pm – 3:00pm Palmer, Room G02

**How to use critical feedback constructively** Thursday 31 October 2017 2:00pm – 3:00pm Palmer, Room G02

**An introduction to Mindfulness part 3: getting started** Wednesday 6 November 2017 1:00pm – 2:00pm Palmer, Room G04

**Techniques for increasing concentration** Monday 13 November 2017 2:00pm – 3:00pm Palmer, Room G04

**Ways to stop procrastination, and finish your work and revise** Monday 20 November 2017 2:00pm – 3:00pm Palmer, Room G04

**New terms and conditions: managing change successfully** Monday 27 November 2017 2:00pm – 3:00pm Palmer, Room G04

**Questions and answers** Monday 4 December 2017 2:00pm – 3:00pm Palmer, Room G04

**UNDERSTANDING YOURSELF**

**Techniques for increasing memory and concentration** Monday 15 December 2017 2:00pm – 3:00pm Palmer, Room G04

**How to use critical feedback constructively** Thursday 18 December 2017 2:00pm – 3:00pm Palmer, Room G04

**Ways to stop procrastination, and finish your work and revise** Monday 22 December 2017 2:00pm – 3:00pm Palmer, Room G04

**New terms and conditions: managing change successfully** Monday 29 December 2017 2:00pm – 3:00pm Palmer, Room G04

**Questions and answers** Monday 5 January 2018 2:00pm – 3:00pm Palmer, Room G04

**SUMMER TERM**

**Managing exams pressure successfully** Monday 25 April 2016 2:00pm – 3:00pm Canfield Carrington, Room 101 Learn some Mindful activities and find out how to manage your time effectively and achieve more in the time available.

**How to use critical feedback constructively** Thursday 28 April 2016 2:00pm – 3:00pm Canfield Carrington, Room 101 Find out how to focus better and work more productively.

**New terms and conditions: managing change successfully** Monday 2 May 2016 2:00pm – 3:00pm Canfield Carrington, Room 101 Learn some Mindful activities and find out how to manage your time effectively and achieve more in the time available.

**Questions and answers** Monday 9 May 2016 2:00pm – 3:00pm Canfield Carrington, Room 101

**CAPTURING CONFIDENCE**

**Techniques for increasing memory and concentration** Monday 27 October 2017 2:00pm – 3:00pm Canfield Carrington, Room 101 Learn how to focus better and work more productively.

**How to use critical feedback constructively** Thursday 31 October 2017 2:00pm – 3:00pm Canfield Carrington, Room 101 Find out how to focus better and work more productively.

**Ways to stop procrastination, and finish your work and revise** Monday 2 November 2017 2:00pm – 3:00pm Canfield Carrington, Room 101 Find out how to focus better and work more productively.

**NEW TERMS AND CONDITIONS**

**Techniques for increasing memory and concentration** Monday 15 December 2017 2:00pm – 3:00pm Canfield Carrington, Room 101 Learn how to focus better and work more productively.