

# Good advice on study group habits

## **Write down your agreements**

An agenda and a summary of the meetings can be important elements in developing a common group "memory."

## **Everyone needs to feel heard**

Involve everyone in the group - it is especially important that everyone is heard and feels involved in the group process when making important decisions.

## **Agree on settings**

Define the settings for group meetings and work discipline clearly. Otherwise, the group will be too vulnerable to vague and unclear settings.

Align your expectations to each other from the beginning, for example how many times a week you are going to meet, and how long the meetings will last, and how much of a workload you each can handle.

## **Change roles**

You should each take turns in the roles of notetaker and facilitator. Otherwise, you will be stuck in the same roles.

## **Agree on the decision-making process**

Majority decisions or unanimity? Otherwise, the same people will often get to make the decisions.

## **Discuss your expectations**

Discuss what you expect from each other in relation to the group, both socially and academically. If the expectations are unclear, frustration and confusion might occur.

## **Discuss the division of labor**

Discuss how you want to divide the work within the group and remember to evaluate the group work. Learn from each other's strengths so you become even better academically.

## **Talk! Write! Draw!**

Prepare your work papers as drafts / keywords / drawings by hand, so you get the sense of always being underway.

Any mistakes and misunderstandings will be more easily noticed when you have something written or visual you can share as a starting point.

## **Allow talking about problems**

Disagreements are a part of working as a group. Allow talking about problems, otherwise you risk losing group members and significant inputs.

Conflict management is an important learning process. Respect each other's opinions and try to negotiate a solution.

## **Reflect on the process along the way**

Take time to stop and reflect on how far you have come with your project.