

MAXIMIZE YOUR LEARNING POTENTIAL

Learn whatever you want
& open the door to success!



Ambreen Khan



Acknowledgement

My deepest love and admiration goes to my family for always extending a hand of support & energizing me with their presence in life. As I explore new things with them, I love taking that knowledge and sharing it with curious and motivated readers like you!

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NEVER STOP LEARNING

All great people advise so...

- **ALBERT EINSTEIN** - "Once you stop learning, you start dying"
- **ZIG ZIGLAR** - "You don't have to be great to start, but you have to start to be great"
- **HENRY FORD** - "Anyone who stops learning is old, whether at twenty or eighty"

INTRODUCTION

Today, we live in a time of constantly evolving knowledge and information. Knowledge, that is relevant and useful one day, but becomes outdated another. It is estimated that 40% of what you learn in your school, college & university, will be outdated in a decade's time and you'll have to learn new things.

Thus, even after you complete your education, you will have to continue to learn even more things. You need to be ready to learn new ideas and skills. The ability to adapt and learn faster, smarter and better will soon become a requirement for survival.

The good news is, learning is a skill just like any other skill that can be learned by practice, no matter how old you are, what your status in life is, or what you do as a profession. I am going to share with you some techniques that will help you learn anything you want, as fast as possible, & help you maximize your learning potential. These techniques will help you **maximize the results you want, and take you to the next level of success.**

From a primary grade student doing long division to a professional trying to learn a new skill, these techniques can help anyone. Understanding these techniques will make learning more enjoyable & fun, and you'll feel confident & much more productive. After all, learning new things is in itself a form of success.

To maximize your gains after learning a new technique, make sure to answer the questions given at the end of each section. This will help you gain an insight into your learning habits & behaviour, as well as bring an immediate change in your life... **So, let's get started on your pathway to success.**



POMODORO



Research has shown that it's better to do short study & work sessions than a single long session as it helps you to keep focused on your work. The first technique, called Pomodoro, is based on the same idea. This technique is a time management method developed by Italian Francesco Cirillo in the late 1980s. This technique uses a timer to break down a person's workload into 25 minute intervals, separated by 5 minute short breaks. Each interval is known as a *pomodoro*, from the Italian word tomato and named after the tomato-shaped kitchen timer that Cirillo used as a university student. Furthermore, besides helping you to stay focused on your tasks, the breaks involved in this technique will act as a way for your brain to work in the background and try to solve any problems or questions that you may encounter during your study session.

Let's see how it works...

1. Turn off all interruptions & set a timer for 25 mins
2. Work for 25 mins with a 100% focus **until the timer rings**. If you feel like procrastinating while working, remind yourself that you will get to do so after the timer rings.
3. After 25 mins, take a short 5 min break. Make sure to use a timer for your breaks too. In your break, do something very different than what you did in your work session in order to give the focusing section of your brain some rest. Doing some stretches during this time will give your body & mind good blood circulation. These short breaks will keep you sharp, awake & focused for your next Pomodoro.

4. Continue to repeat these steps until you complete your task. Also make sure that after every 2 hours (4 Pomodoro sessions), take a longer break of about 15 – 30 mins.

It is also important that you don't switch between tasks when doing your Pomodoro **unless** you finish that task during the Pomodoro. In our age, we feel fine doing everything at exactly the same time and we proudly call it multi-tasking. For example, listening to music while doing homework, or having a WhatsApp conversation with friends at the same time. Multitasking is a bad idea because it wastes mental energy and causes you to struggle with managing more than one task at a time. Avoid the terrible habit of speaking on your phone, writing on your computer or watching TV at the same time.

If you use this technique the right way, while following all guidelines, it will help reduce mental fatigue & make you much more productive. Don't forget to share this idea with your family & friends, as this way, when you're doing a Pomodoro session & someone tries to interrupt you, you can tell them that I am doing a Pomodoro.



LEARNING ACTION

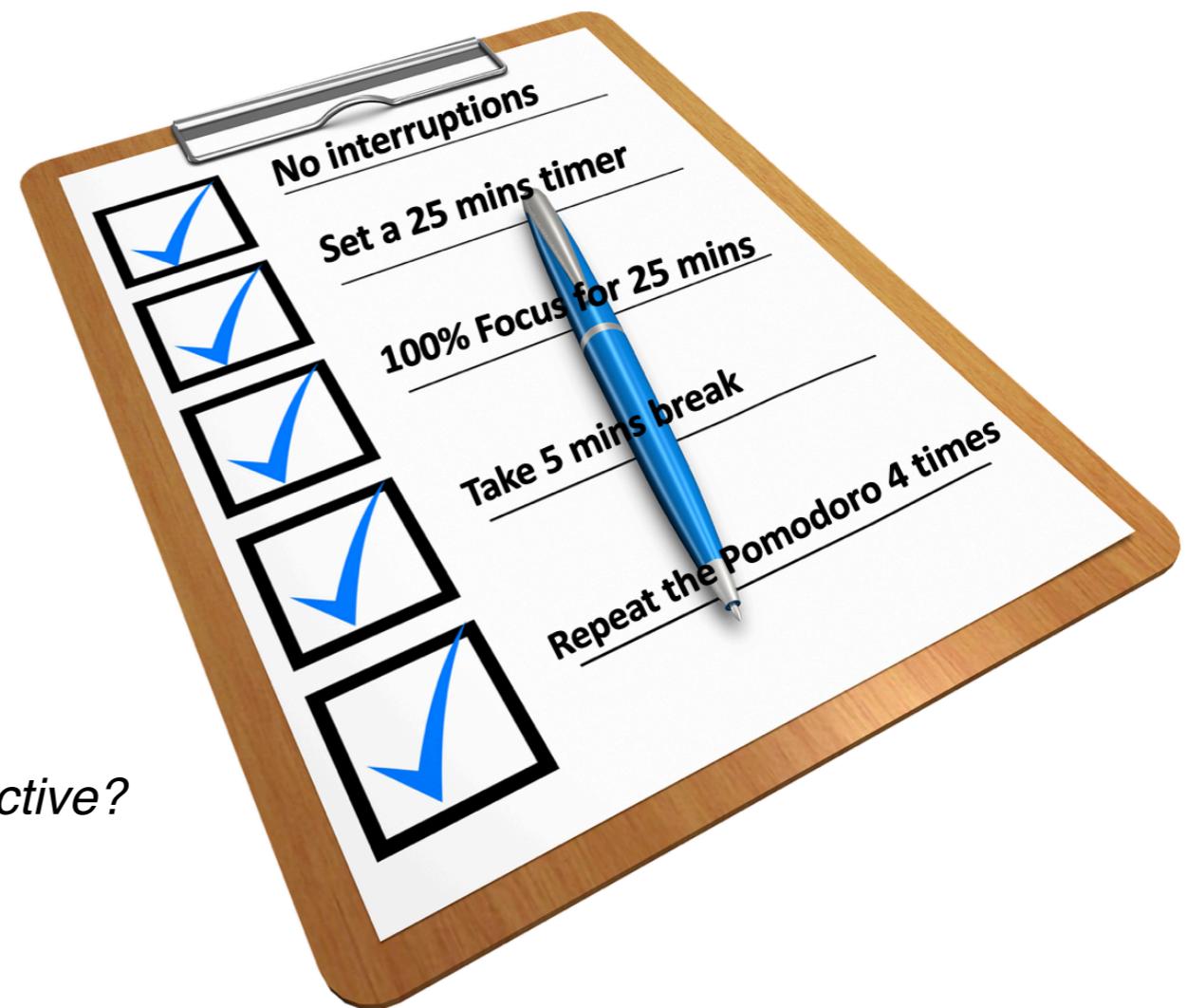
Plan at least 2 Pomodoro sessions after you have learned this technique & answer these questions:

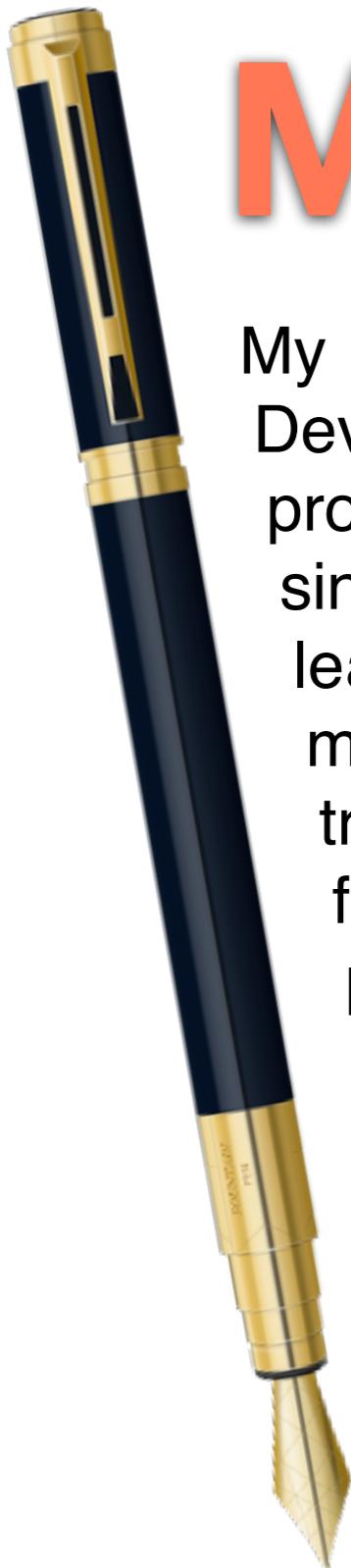
Q: What did you learn?

Q: How did you eliminate the distractions?

Q: What did you choose as a break time activity?

Q: How did this technique help you become more productive?





Meet the Author

My name is Ambreen Khan, and I work as a Lead Automation Developer for a multinational retail corporation. As an IT professional, I need to constantly learn new skills & tools. But since I can't afford to waste my precious time in passive learning using ineffective traditional methods, I set out on a journey to transform my mind to learn better & faster. In the process, I came across practical & fascinating ways that completely transformed my learning experience. Inspired, I set out on a similar journey of educating others on these same life changing techniques. After all, a smarter world, is a better world.



"The only skill that will be important in the 21st century is the skill of learning new skills. " - Peter Ducker.

Today, we live in a time of constantly evolving knowledge and information. Knowledge, that is relevant and useful one day, but becomes outdated another day. It is estimated that 40 per cent of what you learn in your school, college & university, will be outdated in a decade's time. You need to be ready to learn new ideas and skills EVERY DAY. The ability to adapt and learn faster will soon become a requirement for survival.

'Maximize Your Learning Potential' offers the necessary techniques to learn faster & smarter in a shorter amount of time. These techniques are based on research from neuroscience & cognitive psychology experts & can be applied to almost everything you want to learn.

It challenges any negative ideas you might have about your memory and help you to take a fresh look at yourself as a learner. There are only few things that you require to start this journey:

- A desire to learn & perform better & faster
- Right mindset that can help you achieve your dreams.
- A commitment to apply the techniques you learn