

Ace Your Exams by Learning More Effectively & Efficiently



Student success secret #1: Your ability to learn determines your success in life.
Student success secret #2: Studying ≠ learning, so stop studying and start learning.
Student success secret #3: You, too, can learn effectively & efficiently, IMMEDIATELY!
Forget non-stop studying, which can leave you exhausted and with mediocre grades. You don't need to go through college buried in books. **Concise Learning** is your step-by-step learning and skills blueprint for success.

Excelling in school has never been more difficult or competitive. Students are expected to learn an ever-increasing amount of information, yet learning how to learn still falls largely to trial and error. Concise Learning is here to help.

Whereas other study guides simply teach you study skills, this book teaches you HOW TO LEARN and BE SUCCESSFUL.

- ✓ Comprehensive guide to student success: proven learning method and essential skills of success.
- ✓ Transform into a motivated, active, engaged, self-directed, and productive learner.
- ✓ Hundreds of practical and easy-to-apply success tips, summarized in easy-to-use visual maps.
- ✓ Learn the learning method and skills that will serve you in college and throughout your life.
- ✓ Discover how easy, exciting, and fun learning can be!

Don't be left behind by your current study method. Jumpstart your learning and boost your grades immediately!

"This is a great tool for students as the book gets right to the heart of learning how to learn and engaging your whole brain."
—DOMINIC O'BRIEN, eight-time world memory champion and author of *How to Develop a Brilliant Memory Week by Week*

"What a compendium of enormously helpful information on how to learn more successfully!"
—DEE DICKINSON, coauthor of *Teaching and Learning Through Multiple Intelligences*

"[Toni] shows you in a step-by-step manner how to become a more engaged, efficient, and effective learner. As you take command of your ability to learn you'll discover that the principles and practices of Concise Learning are more than just the keys to academic achievement—this approach offers a guide to living a successful life."
—MICHAEL J. GELB, author of *How to Think Like Leonardo Da Vinci*

"Concise Learning helps students become more analytical and critical thinkers, enabling them to learn independently and meaningfully."
—BENA KALLICK, coauthor of *Learning and Leading with Habits of Mind*



FREE BONUS: 6 visual maps from IQ Matrix valued at \$30



\$29.95

For more information and free learning resources, visit www.ConciseLearning.com.

TONI KRASNIC

CONCISE LEARNING

Learn More & Score Higher in Less Time with Less Effort

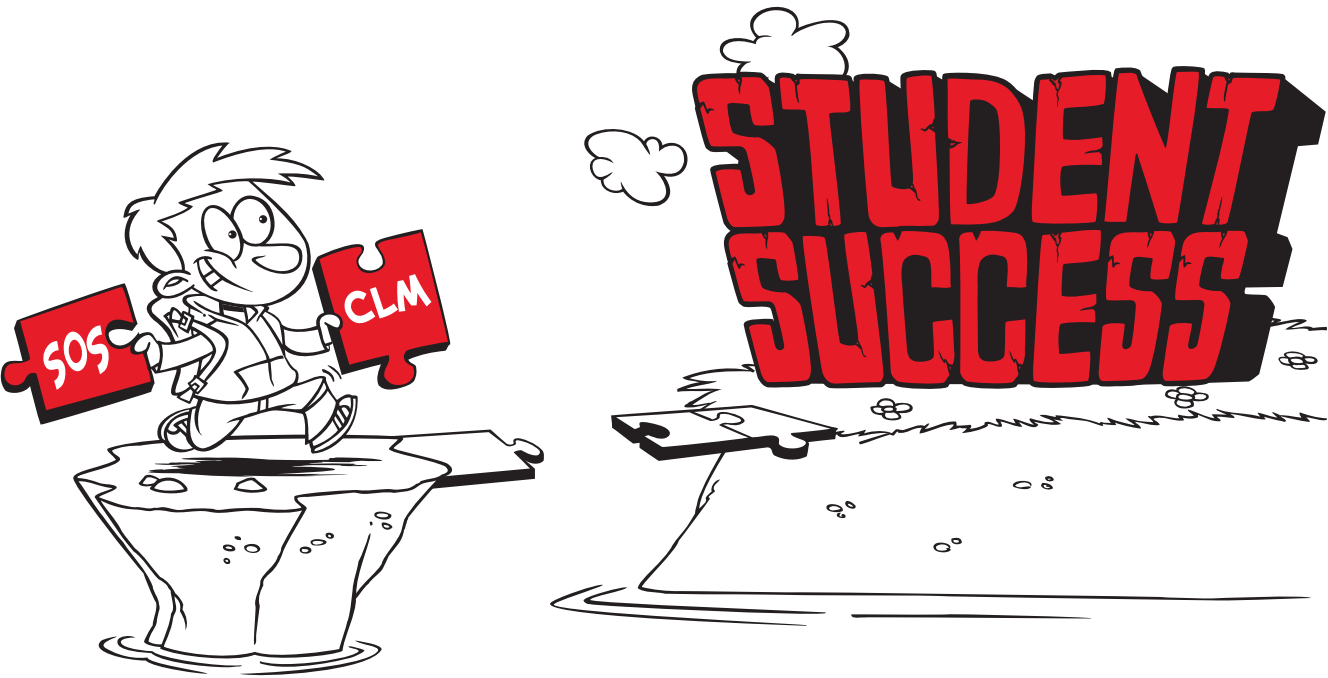


"What got you to college won't get you through college. Learn the skills that you'll need to succeed by reading Concise Learning."
—MARSHALL GOLDSMITH, million selling author of best-selling *What Got You Here Won't Get You There* and the *MOJO: How to Get It, How to Keep It, and How to Get It Back If You Lose It*



CONCISE LEARNING

Learn More & Score Higher in Less Time with Less Effort



Stop studying. START LEARNING.

Discover the Concise Learning method (CLM) and skills of success (SOS) that will propel you to the top ranks of highly successful students.

TONI KRASNIC

Advance Praise for *Concise Learning*

“Education in schools has changed through the years, but the importance of making information personally meaningful still remains the core essence of learning. Concise Learning method does just that – it teaches the students to transform information into meaningful knowledge.”

Jerome Bruner

Author of *The Culture of Education*

“Students need to take responsibility for their own learning to be successful. *Concise Learning* method will enable you to break free from depending on others to becoming a competent and independent learner.”

Douglas Fisher

Author of *Better Learning Through Structured Teaching*

“This book should be no more than an arm’s length away from the desk of every student starting college. It sets out a systematic five-phase study process, built on the principle that visualizing information makes learning concrete and generates interest. It describes how to organize the material being learned visually. It gives a method for critical thinking, shows how to spot gaps in understanding and fill them, and it does this in a highly motivating and visual style.”

Roy Grubb

Principal editor of *WikiIT*, the mind mapping wiki

“*Concise Learning* is a wonderful tool for teachers and students. The brain remembers visuals and turning short-term memories into long-term memories is what learning is about. Previewing, participating, and processing information engages learners and offers them the information they need to rehearse memories and to retrieve them. [Toni] has done a great job in organizing this book to help us organize our brains for success!”

Marilee Sprenger

Author of *How To Teach So Students Remember*

“[Toni Krasnic] has written an extraordinary book on ‘how to learn.’ This is not your run-of-the-mill book on effective studying techniques. This is a ground-breaking book that will transform the way students look at learning! The Concise Learning method (CLM) and Skills of Success (SOS) provide students with effective visual mapping tools for excelling in

college and life. As someone who excelled in college and graduate school, I know first hand that you need a learning strategy to excel. CLM and SOS will provide such a strategy to any student who picks up the book!”

Chance Brown

Learning & Development Specialist

“[Professor Krasnic] has tackled the overwhelming task of learning, breaking it down into manageable steps, demonstrating how to organize key concepts, how to think critically, and how to ask the right kinds of questions that cultivate curiosity and promote problem-solving skills.”

Scott Hagwood

Four time USA memory champion

Author of *Memory Power*

“Learning how to learn has historically been one of the most overlooked skills not taught to students. As a result learning continues to be a challenge into adulthood. The stress and pressure this creates can be replaced with success by applying [Professor Krasnic’s] Concise Learning method. If you are a student or have a student that wants to strengthen their learning skills, *Concise Learning* is for you.”

Jamie Nast

Author of *Idea Mapping*

“CLM and SOS are genius breakthrough strategies and should be standard inclusions within academic curriculums worldwide. You’ll experience many “AHA!” moments while reading *Concise Learning*. Most importantly, you’ll become a process conscious systems thinker; dramatically improving the way you create, manage and present information. *Concise Learning* is a handbook for great future success in school, work and life.”

Wallace Tait

Editor at *VisualMapper* and *Hypershifters*

“This is an excellent resource for teachers, students and parents alike who are committed to making learning not only more effective and efficient but actually more enjoyable. *Concise Learning* definitely goes on my recommended reading list.”

Michael Tipper

Grand master of memory

Author of *Memory Power-Up*

“The brain learns by adding sensory input to existing neural networks in a process known as neuroplasticity. The success of neuroplasticity and the accompanying long-term memory and construction of concepts, rather than isolated bits of rote memorized facts, is what enables us to turn learning into knowledge. The use of preview, activating prior knowledge, mental processing, and applying new input through practice and participation are the prerequisites for transferring knowledge learned in one form for use in a new conditions. These are what I call the neurological tools of extending knowledge into ultimate wisdom. *Concise Learning* offers strategies to achieve these critical learning and skill sets.”

Judy Willis

Author of *How Your Child Learns Best*

“What a compendium of enormously helpful information on how to learn more successfully! Many years ago I thought I could never wean myself from my yellow note pad when I was preparing to write. Then came Word! And now I find I have grown an extra brain facilitating not only my writing but also my thinking. The same is true of visual mapping which I have used successfully for years in preparing writing, presentations, and new projects. Since the advent of new visual mapping software that facilitates individual brainstorming and writing there comes a whole new way of working productively. This timely and practical new book on using these numerous new electronic processes incorporated in a *Concise Learning* method and a *Skills of Success* program can facilitate and accelerate learning for students at all levels. This book will be enormously useful for all schools and universities in giving students powerful new tools for learning successfully.”

Dee Dickinson

Author of *Teaching and Learning Through Multiple Intelligences*

“*Concise Learning* takes material that is scattered from a variety of sources and brings the research and practice into a coherent learning method that can be easily followed. Thinking is at the heart of any meaningful curriculum and is the focus of this book. *Concise Learning* helps students become more analytical and critical thinkers, enabling them to learn independently and meaningfully.”

Bena Kallick

Coauthor of *Learning and Leading with Habits of Mind*

“Making the leap from high school to college can be a scary transition. *Concise Learning* provides students with the learning method and skills they need to take control of their education. [Toni] presents fast and effective techniques to engage and invigorate the learning process which will yield life-long benefits. *Concise Learning* is a ‘must have’ for all students!”

Michael Deutch

Chief Evangelist for *Mindjet* and author of the *Mindjet Blog*

“*Concise Learning* presents an intuitive, sensible and comprehensive study program for students. The step-by-step instructions and guidelines coupled together with visual exercises, tools and techniques make this an enjoyable and practical manual for the student who desires to gain an advantage over their peers. [Toni] effectively merges concepts of visual thinking and mapping with practical accelerated learning techniques that are easy to learn and fun to apply - providing students with an indispensable manual for learning in the 21st Century.”

Adam Sicinski

Founder of *IQ Matrix*

“By following the practical suggestions offered in this book, college students will deepen their understanding of course material.”

Jay McTighe

Coauthor of *Understanding by Design*

“Through tried and tested personal experience and by using the benefits of visual mapping, [Toni Krasnic] has created an amazing and easy to follow method for students. The art of learning has never been so easy!”

Matthew Lang

Editor at *MindMapSwitch*

“[Toni Krasnic] has written the clearest guide on how to maximize the benefits of visual mapping using his *Concise Learning* method and *Skills of Success*. Success in academics and in life are inevitable if you persist in using the methods presented in this book.”

Angelo Lam

Cofounder and director of *Jump Start Solutions Inc.*

“Effective instruction and academic support are necessary, but not sufficient for student success. Students also need a plan and the tools for independent learning. *Concise Learning* gives them a blueprint for success.”

Burck Smith

CEO and Founder of *StraighterLine*

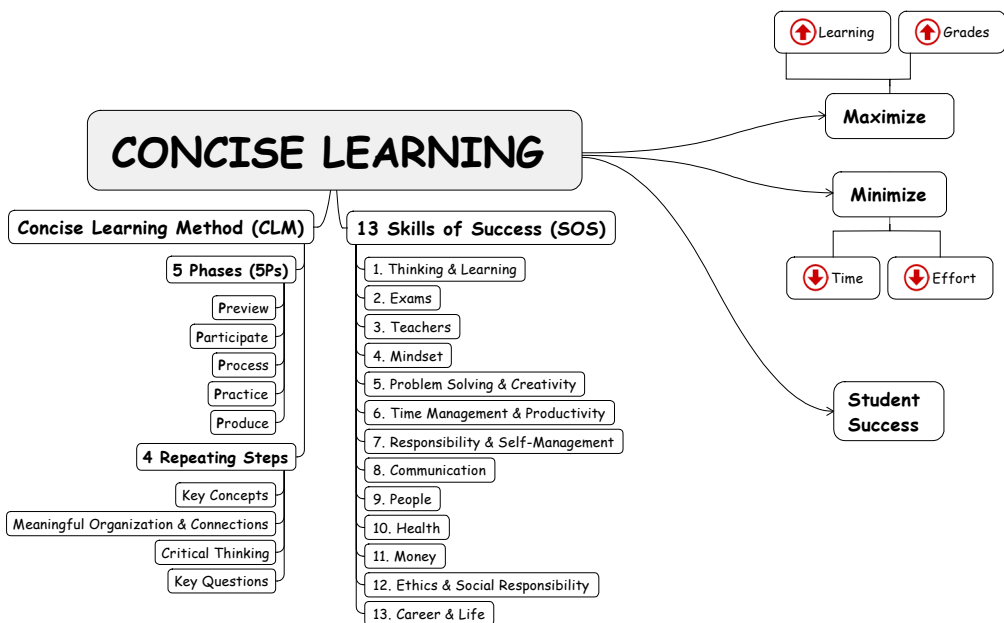
Read more testimonials at www.conciselearning.com/testimonials.

The two most important words in student success:
YOUR LEARNING

What did **YOU LEARN** today?

CONCISE LEARNING

Learn More & Score Higher in Less Time with Less Effort



Toni Krasnic

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To the thousands of students who have helped me develop, test, refine, put into practice, and spread the word about the Concise Learning method (CLM) and the skills of success (SOS) explained in this book.

To my wife Lindita, my love and extraordinary partner in life and work.

To my son George, my inspiration and joy, who reminds me every day how important it is to be a lifelong learner.

To my family, for their encouragement and support throughout my life.



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"How well you think determines how well you learn."

- Toni Krasnic

PREFACE

How Are You Learning?

Learning is about immersing yourself in the mystery of new information so you can explore it, discover it, understand it, apply it, and create new information for others and knowledge for yourself. That's what makes learning such an exciting and fun adventure.



To be a successful learner, you must have some basic training on how to learn. You know you're on the right path when you're actively observing and discovering, asking and answering questions, thinking, understanding and retaining what you're learning, applying what you've learned, and, most importantly, feeling engaged and interested.

"Learning how to learn is life's most important skill."

- Tony Buzan

Students Are Unprepared for College

Every year, millions of students transition from high school to college. Often, these students find themselves overwhelmed by the amount of information they have to assimilate in college and stymied by the lack of guidance, something they were accustomed to receiving in high school.

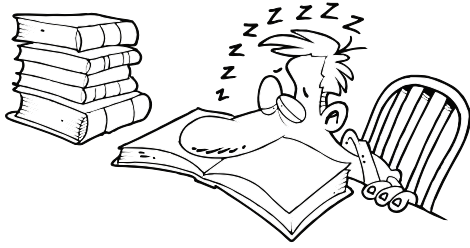


The statistics are downright troubling.

- Of U.S. undergraduates who enroll at a four-year college seeking a degree, only 36 percent achieve this goal within four years. Fifty-eight percent obtain a bachelor's degree within six years.¹
- The completion rate for students enrolling in two-year institutions is even more sobering, where only 38.4 percent of students had earned a degree six years later.²

These findings demonstrate the urgent need for more effective learning where students are engaged, motivated, and empowered to learn. *Will you be ready for college when the semester comes at you like a freight train?*

Studying \neq Learning



Let's face it: schools tell you what to learn but not how to learn. Although the amount of information you're expected to learn has dramatically increased, you're left on your own to figure out how to learn, mostly through trial-and-error studying. Studying, however, is not the same as learning. Simply rereading the same material over and over again is not the answer.

I wrote this book so students like you can learn how to learn.

Everyone Can Learn How to Learn



Today, students are arriving at colleges unable to think through problems, learn fundamental subjects, and do well on basic exams. It's not that college subjects cannot be learned; it's that students have never been taught how to learn. This is the missing step in our schools.

Concise Learning will teach you to master the art of learning. That's right; learning is an art that you can master. Understand this: learning is more a function of process than aptitude. It's more about how you learn than how smart you are. This means that it's up to you, not your genes, to determine how well you learn and the grades you get.

Results You Can Expect from This Book



Concise Learning is about turning studying into learning and about turning information into knowledge. This book will teach you how to make this significant transformation in your studies through a learning method that involves visual mapping, critical thinking, and problem solving.

Don't worry; this isn't a book on learning theory. Rather, this book will provide you with a simple and intuitive, yet proven and powerful, method for learning and managing multiple sources of information. You'll also benefit from my professional insight and guidance on learning, as well as my 13 essential skills for success in college and life, all acquired from years of teaching and with input from thousands of students.

You'll learn to:

- ☑ Visually organize and integrate information, ideas, and concepts.
- ☑ Think clearly, critically, and powerfully.
- ☑ Learn meaningfully through active, cognitive, and constructive processes.
- ☑ Learn more effectively, resulting in improved learning and grades.
- ☑ Learn more efficiently, leaving you plenty of time and energy to pursue other interests.
- ☑ Not only acquire knowledge but also produce knowledge.
- ☑ Master skills of success to become more focused and productive, putting you in control of your education, career, and life.

How This Book Differs from Other “How-to-Study” Books

This is the only book that teaches you two critical prerequisites for success in college and life: *mastery of skills* and *mastery of learning*.

Open other “how-to-study” books and you’ll find only a discussion of study skills, which alone are not sufficient to make you a better learner and a more successful student. *Concise Learning*, on the other hand, embodies a comprehensive, systematic, theory-supported, and student-proven learning method that empowers you to learn effectively and efficiently and can be applied to all school subjects and real-life situations.



Join the Top Ranks of Highly Successful Students

Everyone has the capacity to get As. What you need are simple changes in how you learn. *Concise Learning* is your easy-to-read and engaging guide to academic success, teaching you how to learn and what skills to put into practice. This book will serve you as a learning blueprint that you can apply immediately and as a skills resource to which you’ll return again and again.



Thousands of students have already gained control over their learning with the *Concise Learning method* (CLM) and the *13 skills of success* (SOS) presented in this book and have successfully transitioned from a state of freshman anxiety and insecurity to one of independence, confidence, enjoyment, and success. I know you can do the same.

Welcome to the exciting and fun adventure of learning. With *Concise Learning*, your education and career goals are within reach.

A handwritten signature in black ink, appearing to read 'TK' or 'Toni Krasnic', with a stylized, flowing script.

Toni Krasnic
profTK@conciselearning.com
www.conciselearning.com

INDEX

Part 1 is a typical index with words listed alphabetically; however, two types of notations may appear after a word. If you see only a number, that number references the book page. If you see the letter S followed by a number (e.g., S1), the letter/number combination references a specific SOS map in the back of the book. In the example given, S1, you would go to SOS map 1.

Part 2 is an index of major topics that appear in the SOS maps. Read through it to easily locate a topic of interest in the 13 SOS maps.

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SOS 1: Thinking & Learning

1. Concise Learning method (CLM)
2. Sustainable learning culture
3. Critical thinking
4. Memory
5. Attention
6. Reading
7. Notes
8. Digital literacy & information management
9. Learning environment
10. Book recommendations

SOS 2: Exams

1. Education is about more than grades
2. Before exam
3. During exam
4. Multiple choice questions
5. True/false questions
6. Free answer questions
7. Writing essays
8. After exam
9. Book recommendations

SOS 3: Teachers

1. Research your teachers
2. Grading is subjective
3. Teacher assumptions about students
4. Student assumptions about teachers
5. How to approach your teacher about a problem
6. Dealing with teachers
7. Book recommendations

SOS 4: Mindset

1. Rediscover the kid in you
2. Open mind
3. Knowledge
4. Motivation
5. Passion
6. Curiosity and discovery
7. Innovation and creativity
8. Attitude
9. Proactive

10. Growth mindset
11. Positive outlook
12. Flexibility & adaptability
13. Vitality
14. Courage and adventure
15. Grit
16. Value others
17. Let goals after college guide you through college
18. Book recommendations

SOS 5: Problem Solving & Creativity

1. Personal traits
2. Innovation and creativity
3. Logic and reasoning
4. Problem solving
5. Book recommendations

SOS 6: Time Management & Productivity

1. There is enough time to accomplish all important tasks
2. Be productive
3. Set realistic goals and stick to them
4. Get into a to-do routine
5. Focus
6. Do first things first
7. Do things once
8. Do it now
9. Don't miss deadlines
10. Monitor progress
11. Limit procrastination
12. Strong work ethic and discipline
13. Work-life balance
14. Be organized
15. Book recommendations

SOS 7: Responsibility & Self-Management

1. Take responsibility
2. Goal setting, planning, and pursuit
3. Decision making
4. Self-evaluation
5. Self-management
6. Self-improvement
7. Self-reward
8. Book recommendations

SOS 8: Communication

1. Effective communication is essential to your success
2. Listening
3. Writing
4. Speaking
5. Public speaking
6. Meetings
7. Book recommendations

SOS 9: People

1. You can't be successful alone
2. Interactions & collaboration
3. Find mentors
4. Study groups
5. Conflict management
6. Peer pressure
7. Networking
8. Personal relationships
9. Sex
10. Diversity
11. Book recommendations

SOS 10: Health

1. The greatest asset is health
2. Food
3. Exercise
4. Emotional intelligence
5. Sleep
6. Rest
7. Safety
8. Managing stress
9. Addictions
10. Book recommendations

SOS 11: Money

1. If you don't watch carefully, money flies away
2. College education is one of the best and most expensive things you will ever buy
3. Working while in college
4. Financial planning
5. Book recommendations

SOS 12: Ethics & Social Responsibility

1. Success does not trump ethics
2. High costs of cheating
3. Stakes only get higher

4. Integrity
5. Social responsibility & sustainability
6. Book recommendations

SOS 13: Career & Life

1. Success
2. Never stop learning
3. Constant self-improvement and growth
4. Choosing your major in college
5. Resume
6. Worker
7. Team leader
8. Manager
9. Leader
10. Negotiations
11. Book recommendations

