

# How-To Optimize Your Learning Process at Work



Every job industry fluctuates. New technology develops and revolutionary ideas change job processes. In the life sciences industries, regulations and requirements can change relatively frequently. The most valuable employees research and learn the new trends. Doing so, improves the likelihood of a raise or promotion.

For many, the problem is optimizing learning practices. This article explains how to learn faster when job industries are quickly changing. Fast learning can be a valuable method to achieve your professional goals.

## Determine Your Ultimate Goal and Objective

You will stay motivated when you discover your “why”.

To clarify your “why”, write down your goal and objective. The terms are often interchanged. According to Diffen, a goal is “the purpose toward which an endeavor is directed”. Goals are long term. To accomplish your goal, you must find your objective which is “something that one’s efforts or actions are intended to attain or accomplish; purpose; target.” Objectives are short term and refer to specific actions.

In business, your goal could be to get promoted. The objective is to complete trainings which will allow you to lead a project and earn the promotion. Objectives are the steps to complete your goal. Remember your objective and

goals as you study.

## **Build a Healthy Learning Environment**

It will be impossible to succeed in unhealthy learning environment. One of the most important functions of a healthy learning environment is eliminating distractions. This allows you to focus and implement strategies to succeed.

Another priority is a clean and comfortable setting. Find a room that has sunlight. You may also want a standup desk or comfortable furniture, and work equipment.

## **Get Your Sleep**

Sleep should not be a luxury. It is mandatory for healthy cognitive skills. According to Harvard's journal, [Healthy Med](#), "sleep plays an important role in memory, both before and after learning a new task." This occurs from two key ways. First, a sleep deprived person cannot focus attention to learn efficiently. Second, sleep helps consolidate memories.

Rather than staying up late to learn a new business technology, the better choice might be to go to sleep and return to the task when you are well rested. The time to learn the task could reduce dramatically.

## **Learn Information in Multiple Ways**

What works for one person to learn, does not work for everyone. Try multiple methods to learn a new task. This includes videos, textbooks, seminars, interactive classes, and podcasts. Different learning techniques interconnect various parts of your brain.

According to Judy Willis of Loma School of Medicine, "The more regions of the brain that store data about a subject, the more interconnection there is. This redundancy means students will have more opportunities to pull up all of those related bits of data from their multiple storage areas in response to a single cue. This cross-referencing of data means we have learned, rather than just memorized."

Learning is necessary in every job industry. I am a [Specialty Quality and](#)

[Regulatory Recruiter](#) that can help motivated employees find high quality jobs.  
Contact me, Jeff King, at [jking@rqfocus.com](mailto:jking@rqfocus.com) or (541) 639-3501.