



YOUR WELLBEING GUIDE

Helping you to thrive!

Contents

Welcome!	3
Study well	4
Ask for help	4
Use your time effectively	4
Use reading techniques	4
Use note-taking techniques	5
Manage procrastination	5
Stay motivated	6
Build connections in the classroom	6
Complete assessments	7
Work well	8
Look for work	8
Apply for jobs	9
Start work	9
Live well	10
Build your confidence	10
Minimise stress	10
Thrive in life	11
My wellbeing plan	12
External support and wellbeing resources	13
Emergencies	13
Mental Health Support	13
Accommodation and Housing	13
Domestic Violence, Sexual Assault and Abuse	14
Financial Counselling	14
Drug and Alcohol Support	14
Parents and Carers	14

Welcome!

At Designer Life, we believe your study success is about more than just completing assessments – it's also about how you feel, how you manage challenges, and how supported you are along the way.

That's why we've created this guide: to give you practical strategies, encouragement, and resources that can help you balance study, work, and life with confidence. Whether you're studying in one of our centres or online, remember you're never on your own – support is always available.



Wellbeing covers many elements including having healthy relationships, a sense of personal growth and achievement, and feeling good about yourself. Your wellbeing is important as it affects everything in your life, for better or worse, including your study. When you feel good, you'll study better and when you study well, it contributes to your overall wellbeing.

This is why we take student wellbeing seriously.

At Designer Life we understand that studying can be challenging, especially if you're studying online and alone. It's important to find strategies to support yourself and ask for help if need be.

To keep you on track with your wellbeing, this guide is designed to give you tips that will help you to thrive in your study, work and life. Support services are available, within Designer Life and externally, and it's important to realise asking for help takes courage and is not a sign of weakness.

Use the following tips to set yourself up for study and work success and to enhance your overall wellbeing.

Study well

When you have strategies in place to organise your time, understand the resources, and minimise stress, you are less likely to get overwhelmed by all there is to do. Build a strong foundation for your study with the following tips.

Ask for help

Don't waste time if you feel like you're falling behind or don't understand the material. Get in touch with your trainer as soon as possible. You can do this in three ways:

- Send an email to your trainer with your questions or concerns.
- Email to request a call with your trainer if you'd prefer to chat.
- Email to organise a face-to-face visit with your trainer if you live near our offices.

Email your trainer directly or contact enrol@designerlife.com.au for assistance.

Use your time effectively

Many students are juggling work, social and family responsibilities alongside their study. It's important to get clear on how much time you have available for your course work so you can make a study plan. The following ideas will help you make an effective plan.

- Work out how much time you have available each week. Consider the number of hours, the days, and the time of day you work best.
- Consider the number of units you need to complete and the time you have available. Allocate your study accordingly, for example, one unit per month, three one-hour blocks per week.
- Use a diary or daily 'to do' list to help you keep track of what you need to do and when. Add a check list so you can measure your progress and stay on track to achieving your goals.
- Schedule smaller, regular study periods. This has been shown to be more effective than longer sessions.
- Use the Pomodoro technique of studying for 25 minutes then taking a 5-minute break. After doing this 3-4 times, take a longer break.

Download our [weekly](#) and [monthly](#) study planners to your computer or print them if you prefer a hard copy you can put on the wall. Make a plan and adjust it as you go to find the right rhythm for you.

Use reading techniques

Using reading techniques to learn information effectively can reduce frustration and increase progress. Reading the material is one part of studying, yet understanding the information is another more important step. And copying or memorising is not the same as understanding the content.

Take time to think about what you are currently doing when you learn, what works for you and what doesn't. Try the following ideas if you're ready for smoother progress.

Study well

- Skim read to get the general idea of the content before reading in detail. Look at the title, headings and subheadings to get an overview of the topic and activate the knowledge you already have.
- Highlight the key words in the assessment questions so you know what you need to do.
- Notice the instruction words: 'why' means give reasons, 'list' means to itemise the ideas, 'discuss' means outline the key points, 'how' needs a process or steps.
- Use the assessment questions as a guide to what information you need to find. Scan for the key words in the question to find the information you need instead of reading everything in detail.
- Summarise the key point/s of a section to check your understanding.

Use note-taking techniques

Taking notes can help you learn and retain the information. However, we often look at our notes a week later and can't understand what we've done!

Here are some ideas for effective note-taking.

- Create a column on the left of the page for headings and key words so you can easily find the information you're looking for when you review your notes.
- Use headings and sub-headings to organise your notes.
- Write down key words and give more detail in your own words to help your understanding.
- Use the same technical words, jargon and acronyms so you don't lose the meaning.
- Use colours, drawings or mind maps – whatever helps you to understand and remember the information more easily.
- Review your notes regularly to retain the information with ease.

Manage procrastination

Procrastination is generally a result of fear. For example, fear of making a mistake or being seen. When it comes to study, fear can look like not knowing where to start, not knowing what to do or avoiding the task.

The fear isn't the problem. You're human after all and doing new things can feel scary. The important thing is not to let the fear stop you. Remember, progress is always better than perfection, and courage wins over comfort. Try these ideas to stay focused.

- Break your study down into smaller, manageable chunks. Three questions per day can be an achievable way to start, or even one.
- Minimise distractions by turning your phone off and putting it in another room so you're not tempted to grab it in a moment of procrastination.
- Reward yourself when you have completed a study session. Phone a friend, go for a walk or dance to your favourite song so study doesn't mean depriving yourself.

Study well

Stay motivated

Motivation keeps you going when life gets busy, things get tough or your goals seem far away.

It's important to know what keeps you motivated, recognise when you lose focus and have strategies to get back on track. Here are some strategies you can use.

- Remember your goal and why you're doing your course and put a reminder near your computer.
- Notice when you lose focus and what you need to get back on track, for example, a stretch, fresh air or breaking down tasks into smaller steps.
- Take regular breaks.
- Adjust your study routine if you find it's not working for you.
- Remove distractions from your study environment.
- Create a pleasant and comfortable study area that you're happy to be in.
- Ask for help from your trainer, friends or family if you get stuck.
- Celebrate your achievements.

Build connections in the classroom

Studying in a group environment, whether online or in a classroom, has both pros and cons.

On the plus side, you get to meet other people, build friendships, support each other, brainstorm together, and get feedback. But what if you don't get on? That's the tricky part!

Since everyone has a unique background, differences can arise which can cause misunderstandings and conflict. Here are some tips to ensure wellbeing in the classroom for everyone, the students and trainer.

- Keep an open and curious mind when people have a different opinion and learn from each other. You don't have to agree but you might gain understanding of the others' perspective and get some new ideas.
- Be an active learner by participating well and contributing to the class discussion.
- Ask questions, listen actively and encourage each other.
- Treat others with respect, care and dignity. Remember, everyone wants to feel accepted and safe.
- Respect the privacy of others and maintain the confidentiality of what takes place in the classroom, whether a physical or online room.
- Act with integrity and honesty. Always consider what kind of person you want to be.
- Seek help from your trainer if you have any concerns about classroom behaviour.

Study well

Complete assessments

Your assessments are an opportunity to demonstrate your understanding of the learning materials. All the previous tips will help you be well prepared to give your best performance. Here's a summary of some key techniques to set yourself up for assessment success.

- Minimise your stress before completing assessments so you can think clearly.
- Ensure your study environment is distraction free and comfortable.
- Allocate a suitable chunk of time so you can work well without pressure.
- Read the instructions carefully to make sure you answer the question correctly.
- Answer all parts of the question.
- Do your best knowing every step forward is progress.



Work well

Whether looking for work, starting a job or continuing a job, how you show up is important. If you're studying with us, it's likely that you are looking for a new job so use these tips to help you feel clear, competent and confident in the job search process.

Look for work

Looking for work is easier when you're clear about what kind of work you want to do. Fortunately, plenty of online resources, such as aptitude tests, are available to help you. Also consider what locations suit you, transport options and salary goals.

- Clarify your passions, goals and values to help decide which jobs to apply for.
- Do aptitude tests online to help clarify your strengths and skills, e.g., <https://www.seek.com.au/career-advice/explore-careers>
- List your soft skills and consider how they apply to different roles and industries.
- Search job websites, company websites and use your network to find opportunities, e.g., Seek, Indeed and Ethical Jobs.
- Clean up your digital footprint as prospective employers might check your social media.
- Look after your wellbeing and keep a support network around you as looking for work can be challenging.



Work well

Apply for jobs

Applying for jobs can feel scary so being as well prepared as possible with your documents and resources can help the process be smooth and boost your confidence. Try these ideas to increase your chances of success.

- Complete your application, cover letter and CV according to the job advertisement.
- Tailor the information in your letter and CV to the job requirements, especially if you have a lengthy career history.
- Use key words from the job advertisement when preparing your documents as applications are often screened using software.
- Ask someone you trust to check your documents for you.
- Research the company and prepare your clothes, documents and questions if going for an interview.
- Check your tech if doing a video interview, declutter your background and dress suitably.
- Follow up your application and/ or interview if you don't hear within the specified timeframe. This shows your interest in the job and is a good strategy when there are a lot of applicants.
- Contact HR if not successful so you can get feedback on how to improve.
- Stay positive and learn from the process if unsuccessful.

Start work

Congratulations! You got the job and now it's time to step into your new work environment. It can take time to settle in with new people to meet and a lot to learn. Be gentle with yourself in the initial weeks and use these tips to help you feel comfortable.

- Be confident! You got the job and were chosen for the role.
- Find the people you can go to for help and ask questions if you need to.
- Develop your communication skills, especially being an active listener – listen to understand rather than to tell your own story.
- Keep an open mind as you meet people from different backgrounds, cultures, work experience and education.
- Continue to learn and develop, especially soft skills such as communication, critical thinking, relationship building and problem solving.

Live well

Prevention is the best cure! When we look after our wellbeing, it's easier to move through any stress that does arise. And life happens so we can't avoid tricky situations.

By actively looking after your wellbeing, you build confidence and resilience and you're better able to respond to any stress with more ease and less stress.

Build your confidence

We often wait for others' praise to feel good, but what about doing it yourself? And don't wait for big achievements to praise. Remember, life is made up of lots of small moments and only a few big ones. Acknowledge the small moments too.

Here are some things you can do for yourself to boost your confidence and feel good about yourself any time and any day.

- Celebrate your achievements, even small ones, in a way that is meaningful to you. It could be a happy dance, a walk in nature or cooking your favourite meal.
- Write down three things every day that you're proud of.
- Make a list of all you've achieved in your life and keep it handy for when you need a reminder.
- Look in the mirror and give yourself a compliment.
- Compliment other people too. A good way to forget your own troubles is by helping someone else.
- Reframe mistakes as learning opportunities and think about what you could do differently next time.
- Praise your courage for trying even if it didn't go to plan.
- Talk to yourself like you would a small child or friend.

Minimise stress

Study can be stressful despite all our attempts to stay motivated and avoid procrastination. If there's a benefit, it shows how much we care about our task.

It's important to set yourself up well to avoid or minimise stress as much as possible. This can involve all the previous tips including organising your time, making a study plan and asking for help.

And it's just as important to take a break and reset if you need to because when we do get stressed, it's impossible to think clearly. That's just our biology!

Live well

Choose two or three strategies that are your go-to tools for feeling good when the going gets tough. Add your own ideas to the list too.

- Put on your favourite music and dance
- Do some yoga or gentle stretching
- Use EFT Tapping
- Connect with friends or family
- Get outside and go for a walk
- Immerse yourself in nature
- Have a shower or bath
- Get creative with colouring or cooking
- Focus on your breath with inhales that fill your belly and long slow exhales
- Have a massage
- Limit screen time
- Think of three things you're grateful for

Thrive in life

People often focus on one area of their wellbeing and wonder why they are still stressed. Wellbeing covers many elements and when you take care of yourself holistically, you're more likely to feel the benefits of living well.

Include all these elements in your wellbeing plan and you're more likely to live with greater clarity, ease and happiness.

Physical wellbeing

- Move your body every day
- Eat a well-balanced diet that benefits your health and your tastebuds
- Sleep for 7 to 9 hours per night

Mental wellbeing

- Practise mindfulness or meditation, or spend some quiet time alone
- Spend time in nature
- Take regular breaks and avoid over committing

Emotional wellbeing

- Acknowledge and feel your emotions rather than repressing them
- Do activities that bring joy and connection
- Connect with friends and family

Spiritual wellbeing

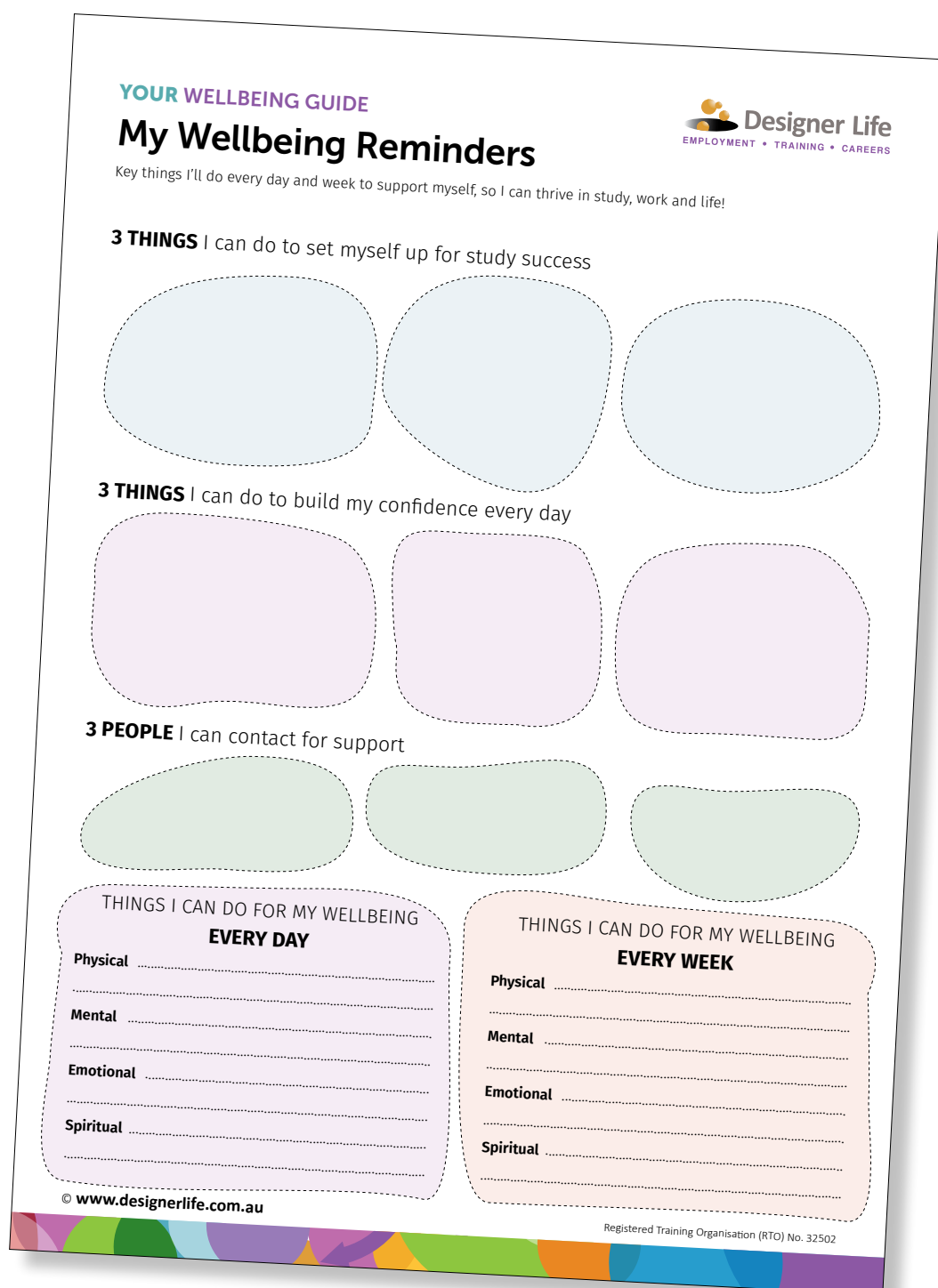
- Find a purpose in what you do
- Connect to something bigger than yourself – divinity, nature, community
- Live in alignment with your values

My wellbeing plan

With lots of ideas in this guide, choose the ones that work best for you. You don't need to do it all, and you can always adjust your wellbeing plan as you go. If it's not working, change it! And remember to ask for help if you get stuck.

Download your wellbeing reminder list [HERE](#).

Fill it in and put it where you'll see it every day. Make looking after your wellbeing a daily habit so you can thrive in study, work and life.



YOUR WELLBEING GUIDE

My Wellbeing Reminders

Key things I'll do every day and week to support myself, so I can thrive in study, work and life!

3 THINGS I can do to set myself up for study success

3 THINGS I can do to build my confidence every day

3 PEOPLE I can contact for support

THINGS I CAN DO FOR MY WELLBEING EVERY DAY

Physical

Mental

Emotional

Spiritual

THINGS I CAN DO FOR MY WELLBEING EVERY WEEK

Physical

Mental

Emotional

Spiritual

© www.designerlife.com.au

Registered Training Organisation (RTO) No. 32502

External support and wellbeing resources

If your needs extend beyond what Designer Life can offer, you may be referred to an external agency. Key external services with contact details are outlined here in case you need extra or after hours support. These services cover a range of topics and needs.

Emergencies

Triple Zero (000): for ambulance, fire, or police if there is an immediate threat to anyone's safety.

State Emergency Service: help with a damaged roof, rising flood water, trees fallen on buildings, or storm damage- 132 500, SES app, <https://www.ses.qld.gov.au/>

Non-urgent medical help: 13 432 584 (13 HEALTH), <https://www.healthdirect.gov.au/13-health>

Non-emergency police contact: Policelink on 13 14 44, <https://www.police.qld.gov.au/policelink-reporting>

Mental Health Support

Beyond Blue: 24/7 mental health support services- 1300 22 46 36, <https://www.beyondblue.org.au/>

Headspace: Online support and counselling for young people aged 12 to 25
- 1800 650 890 <https://headspace.org.au/>

Lifeline: 24/7 crisis support and suicide prevention- 13 11 14, <https://www.lifeline.org.au/>

Suicide Call Back: 24/7 crisis support and counselling service
- 1300 659 467, <https://www.suicidecallbackservice.org.au/>

Men's Line: 24/7 counselling service for men- 1300 78 99 78, <https://mensline.org.au/>

Q Life: LGBTIQ+ peer support and referral- 1800 184 527, <https://qlife.org.au/>

13YARN: 24/7 crisis support for First Nations people- 13 92 76, <https://www.13yarn.org.au/>

Acute Care Team: 24/7 support, information, advice and referral services for mental health, also supports people from CALD backgrounds- 1300 624 355

Grief Line: Support and counselling for people experiencing grief – 1300 845 745, <https://griefline.org.au/>

Accommodation and Housing

Ask Izzy: help in your nearby area, including housing, food and everyday needs- <https://askizzy.org.au/>

Tenants Queensland: represent the concerns of all Queensland tenants who live in rental accommodation, including caravan park and boarding house residents- 1300 744 263, <https://tenantsqld.org.au/>

Residential Tenancies Authority: tenancy information and support, bond management, dispute resolution, compliance and enforcement, and education services- 1300 366 311, <https://www.rta.qld.gov.au/>

External support and wellbeing resources

Domestic Violence, Sexual Assault and Abuse

1800RESPECT: 24/7 support for people impacted by sexual assault, domestic violence and abuse
- 1800 737 732, <https://1800respect.org.au/>

Full Stop Australia: 24/7 telephone and online sexual and domestic violence counselling
- 1800 385 578, <https://fullstop.org.au/>

Rainbow Sexual, Domestic and Family Violence Helpline: 24/7 assistance for people from the LGBTQ+ community who have been impacted by sexual domestic and/or family violence- 1800 497 212

Financial Counselling

National Debt Helpline: Free advice on how to manage debts- 1800 007 007, <https://ndh.org.au/>

Mob Strong Debt Helpline: Free legal advice on money matters for First Nations people- 1800 808 488, <https://financialrights.org.au/getting-help/mob-strong-debt-help/>

Drug and Alcohol Support

Counselling Online: 24/7 counselling support for drug and alcohol issues
- <https://www.counsellingonline.org.au/>

Family Drug Support: Support and information for families of people who use drugs and/or alcohol
- 1300 368 186, <https://www.fds.org.au/>

Quitline: Support to stop smoking or vaping- 13 78 48, <https://www.quit.org.au/>

Drink wise: Alcohol information and support- <https://drinkwise.org.au/>

Parents and Carers

Family and Child Connect: Confidential telephone counselling service which supports parents and carers of children- 13 32 64, <https://www.familychildconnect.org.au/>

Carers Queensland: Support and advocacy for people providing care to family members or friends
- 1300 747 636, <https://carersqld.com.au/>

Arafmi: 24/7 support for carers of people with mental health illnesses, including support for carers from multicultural backgrounds- 1300 554 660, <https://arafmi.com.au/>

Parent line: Confidential telephone support and counselling for parents and carers- 1300 30 1300, <https://parentline.com.au/>

Notes

Supporting brighter futures!



**REGISTERED
PROVIDER**
REGISTRATION ID: 4-F2PW2Q2



Designer Life

EMPLOYMENT • TRAINING • CAREERS

DESIGNER LIFE HEAD OFFICE 16 Dixon St, Strathpine Q 4500 | P: 07 3333 2055 | E: rto@designerlife.com.au