

## PREPARING FOR STUDY

Folder: one section for each subject

Timetable: to ensure enough time is given to each subject

What to learn : make up a list of what you need to study in each subject, and what books and equipment you need to help you study. Always use past exam papers to help you.

Where: in a quiet room

## TIMETABLE

Guidelines for time: 25 minutes per subject (Shorter periods are fine for studying notes and memorising materials. Longer periods are often needed for problem solving tasks and for writing essays.)  
5 subjects per night  
At least 5 nights study each week  
Take 5 minute breaks

Guidelines for making timetable: Do difficult subjects first  
Leave best subjects until the end  
Do not do all difficult subjects at the same time

## SUMMARY

Scan: Have a quick look over what you are about to study, noting the headings; bold or italic print and other important information.

Set Questions: Pick questions from the book or exam papers that you will be able to answer at the end of the study period. Write "at the end of this study period I will be able to answer...."

Study: Keep Active! Underline, repeat, question, revise, draw,..

Answer: Close the book and test yourself on the question you have set yourself. Check your answers and correct any mistake or anything left out.

Memory Aid: Make out a simple way to remember the facts you have learned. Use a diagram, chart, word-game and your imagination but keep it short and simple.

Fresh air and exercise.  
Relaxation clears the mind.  
Identify what is to be studied.  
Clearly understand what you are studying  
Pick out trigger words use colour, mnemonics etc.  
Test yourself regularly.  
Build confidence in what you know.  
Aim for 100% WHY NOT?



## PLANNING STUDY TIME!

### Here are some hints for planning study time:

1. Use daylight hours: research shows that for most people 60 minutes of study during the day is the equivalent of 90 minutes of study at night.
2. SURVEY required readings before class next day: skim over the title, headings, summary and figures before reading for detail.
3. Study soon after lecture type class: retention and understanding are aided by a review of your class notes immediately after school: eg., one study showed that students who wrote a 5-minute review test following a lecture remembered one and a half times as much material when tested 6 weeks later as students who did not review, when tested the next day.
4. List and do tasks according to priorities: remember Parkinson's Law that "work expands to fill the time available for its completion." If you allot 2 hours to read 10 pages, it'll probably take you 2 hours to complete this 30 min. task.
5. Start long jobs ahead of time: avoids cramming and the resultant poor quality ("If only I had more time...").
6. Be realistic: don't plan study periods during the week if it is unlikely that you will follow through; thus, in the beginning, you may plan for only 2 or 3 study periods; if you are successful, then plan for 3 or 4 study periods the next week, etc., gradually increasing your commitment to study while always maximising the probability of success.
7. Have an agenda for each study period: be specific regarding the task that you hope to accomplish during each planned study period.



# Concentration

Two frequent complaints of students are that they can't concentrate while studying, and that they can't remember the material, which they studied. There are many techniques for improving your concentration and memory, although you will have to see which one suits you best.

Plan what you are going to study in order of priority: If you spend a lot of time reviewing information which is not vital, you will have trouble concentrating. Break your study time up into manageable periods of time, and schedule a regular break.

Deal with your anxieties: Personal or course-related anxiety, daydreaming and lack of rest are the most common barriers to successful concentration. Anxiety can be alleviated by various relaxation techniques, including doing something which normally calms you. Other types of anxiety result because you see the entire task as a whole, rather than breaking it down into manageable portions. Anxiety can be reduced and concentration increased with proper Goals.

## 5 Elements of a Useful Goal

**SPECIFIC:** Describes what you want to accomplish with as much detail as possible. (One Chapter, one exam question. Etc)

**MEASURABLE:** Describes your goal in terms that can clearly be evaluated. (Can I now solve this quadratic equation...?)

**CHALLENGING:** Takes energy and discipline to accomplish. (Don't give in easily...realise it is hard work)

**REALISTIC:** A goal you know you are actually capable of obtaining. (Do the best you can, not the best someone else can achieve!)

**STATED COMPLETION DATE:** Goals that break longer term goals into shorter pieces and clearly specify target completion dates. (By Saturday I will have six pages of Geography notes..)