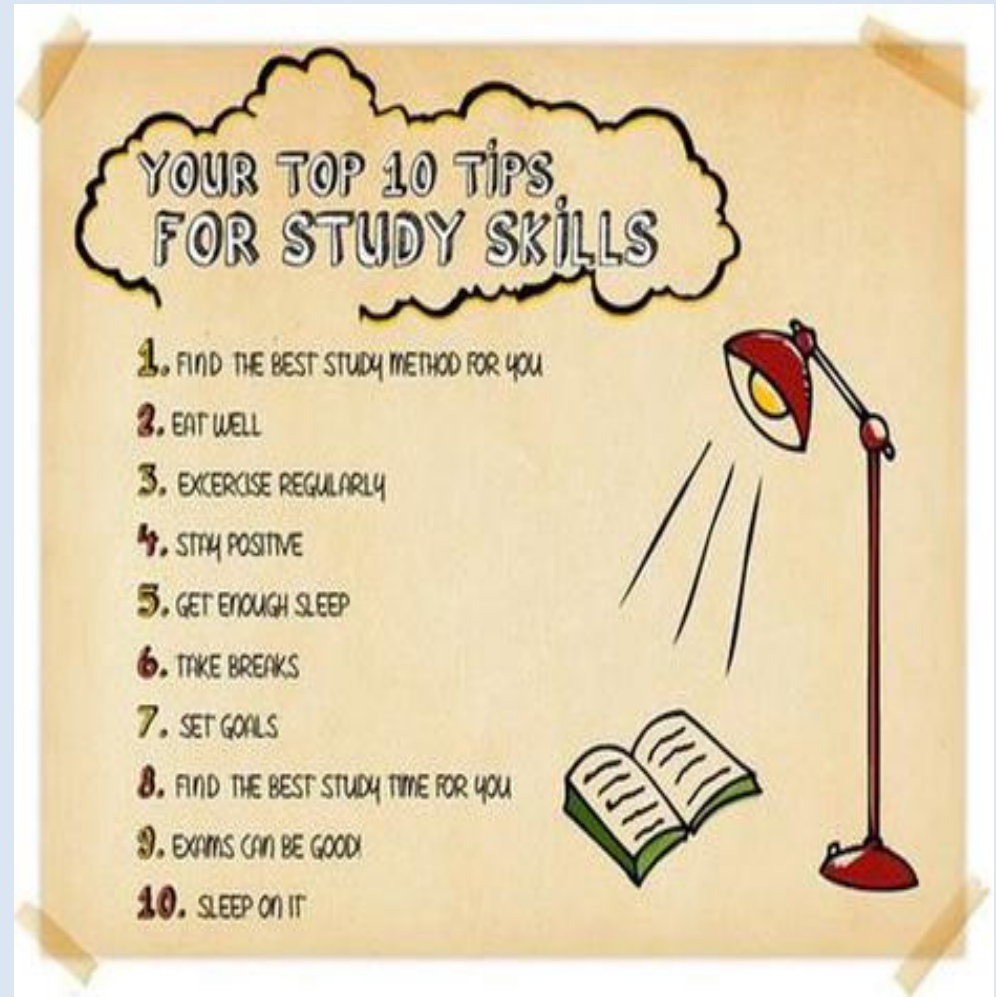


# Keys to Study

- Time Management
- Organisation
- Note taking
- Concentration

**THERE ARE  
SEVEN  
DAYS IN A WEEK  
SOMEDAY  
ISN'T ONE OF THEM**

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# Study Tips

- Read & summarise notes, learn and understand them.
- Underline and highlight important parts.
- Focus on key words.
- Practice answering questions.
- Test yourself.
- Talk to class mates and see if you can get some notes and swap/share notes
- Ask your teachers for guidance
- The key to study is learning to be a smart learner – exam questions, exam papers!!



# A Learning Environment

- Set a regular time to study
- Have a study plan
- Remove all distractions
- Have all the necessary supplies
- Clear a TABLE in a Quiet place
- This means a desk with nothing on it except the subject that you are STUDYING

## **Make sure you have the following:**

- Flat surface for writing
- Good lighting
- Chair
- Books
- Supplies
- Clock
- Water





# Setting SMART Goals for Students

- Specific – What do you want to accomplish? Think of them in terms of the five Ws: Who? What? Where? When? Why?
- Measurable – How will you know you've accomplished your goal?
- Attainable – Is your goal practical?
- Relevant – What need does your goal meet?
- Time-bound – A goal needs a deadline to be effective.





# Organise your time -Study Plan



For each subject, make a list of what you need to complete

**Be specific about what you plan to study. Do not write English it should be as specific as what Poet and what poem you will cover !**

Block out the times you have available each day to study, be realistic!  
Choose blocks of time that are the same each day (e.g. 9am-11am, 11:30-1:30pm. 2:30pm to 4:30pm, 6pm-8pm) Routine is important.

Create the plan by adding in topics you will complete each day.

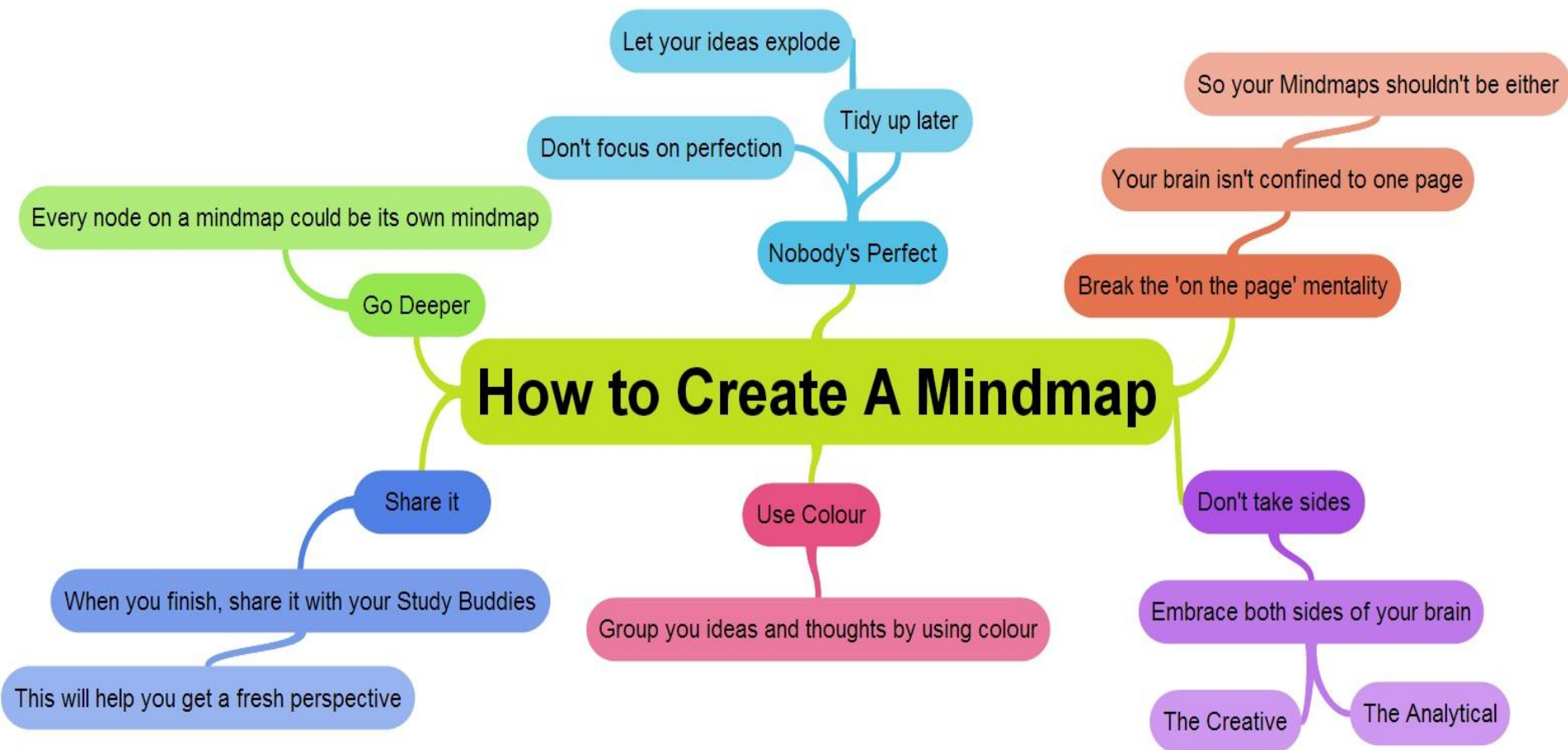
Review your study plan at the end of each week. If you're not on track, adjust your schedule by finding additional blocks of time for studying.

Remember to schedule relaxation to recharge and learn better.





# Using Mind Maps to effectively organise information



**Mind maps mimic how the brain works. When you create a mind map, you're mapping out the way your brain has processed a certain topic.**

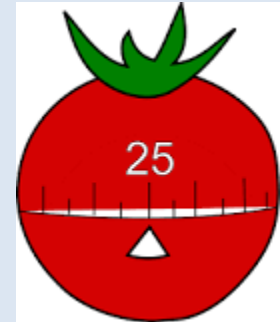


# The Pomodoro Technique

**A system for studying in short bursts.**

**Here's how to apply the Pomodoro technique:**

- Decide on the task that you'll work on, make a checklist.
- Set the timer for 25 minutes
- Work on the task
- Stop working when the timer rings
- Put a checkmark on completed work
- Take a 3- to 5-minute break, then repeat from Step 1
- After four pomodoros, take a 15- to 30-minute break



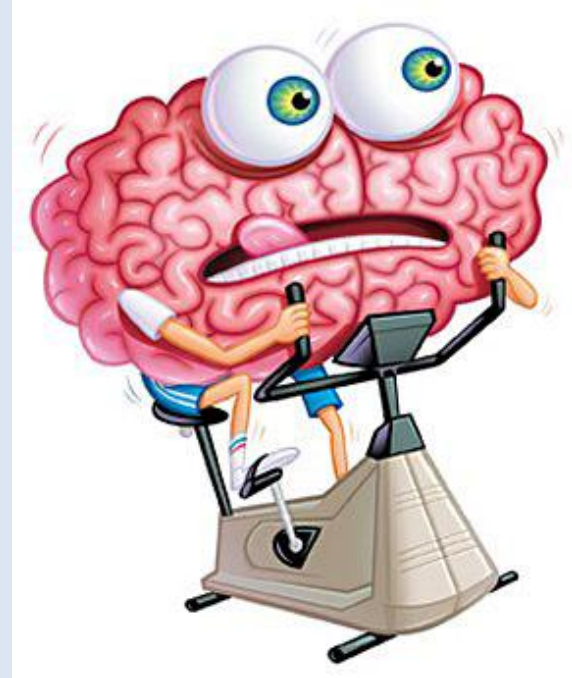
*Francesco Cirillo invented the technique in Italy in the late 1980s. Using a kitchen timer shaped like a tomato ("pomodoro" means tomato in Italian), he found he could concentrate better by studying in short stretches.*





# Exercise your brain

- To get motivated to study, you need to train your brain. Think of your brain as a muscle.
- Developing your ability to focus is like training to be a world-class sprinter. It's all about consistency and making gradual progress.
- Continually exercise your brain, even when you're not studying.
- You can do this by reading, thinking through challenging world issues, doing puzzles, or journaling.
- The greater the variety of ways in which you train your brain, the stronger and more flexible your brain will become.

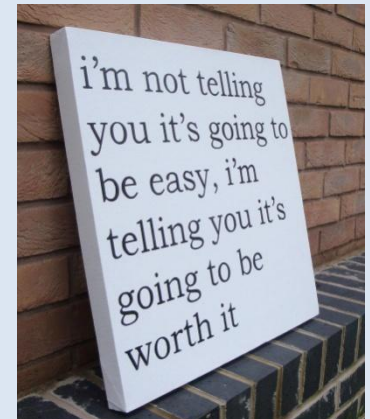






# How to study effectively under pressure

- Forget about everything other than the tasks you have set yourself for each individual study session
- Plan by way of goals. It is not useful to say to yourself that you are going to be sitting there for 4 or 5 hours. Instead focus on your goals for each study session. (Try the Pomodoro Technique -work in blocks of 25 minutes).
- Don't set yourself impossible goals as this sets you up for failure
- Chunk it down. In other words, break each subject down into manageable chunks that can be digested easily.
- Focus on your end goals.





# Look for gaps in your understanding

- Try giving a mini-presentation on a topic to a friend or relative. You can do this in a formal way, or you could simply talk to them about the topic.
- By doing so, you'll deepen your knowledge.
- But you'll also realise quickly if there are gaps in your understanding of the topic.

*As Albert Einstein once said, "If you can't explain it simply, you don't understand it well enough."*





# Understand the topic, don't just memorise it

- One of the keys to effective studying is to develop an understanding of a topic rather than just memorising facts.
- In some situations, rote memorisation may be required. But, in general, you are expected to understand relationships and connections between different concepts.
- This will require you to apply principles to a given set of facts, or to draw conclusions from a given set of facts.
- Understanding a topic is far more rewarding than memorising it. So this approach to studying is not only more effective – it will keep you motivated.





# How to maintain a healthy lifestyle during exams

- Cut back on other commitments.
- Eat a well-balanced diet.
- Avoid excess caffeine.
- Get a good night's sleep.
- Allow yourself some breaks.
- Learn to manage stress.
- Plan a post-exam reward for yourself.



# YOUR TOP 10 TIPS FOR STUDY SKILLS



1. FIND THE BEST STUDY METHOD FOR YOU
2. EAT WELL
3. EXERCISE REGULARLY
4. STAY POSITIVE
5. GET ENOUGH SLEEP
6. TAKE BREAKS
7. SET GOALS
8. FIND THE BEST STUDY TIME FOR YOU
9. EXAMS CAN BE GOOD!
10. SLEEP ON IT





**FOCUS ON  
HOW FAR  
YOU'VE COME,  
*NOT HOW FAR YOU HAVE TO GO***

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