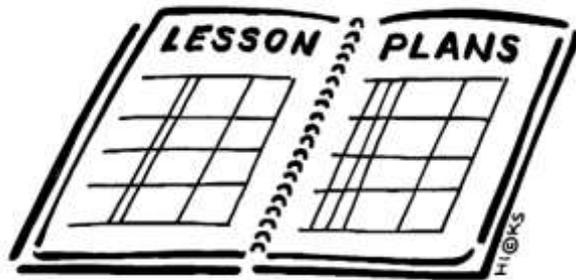


HOW TO STUDY EFFECTIVELY

BE ORGANISED

- **Make a homework/study timetable.** Highlight important tasks to be done. Work on the important



tasks first. Spend equal time on your least favourite subject. Start with the subject you enjoy the least and leave the things you like till last.

- **Vary your study.** Don't spend too much time on one task. It will give you less time for other tasks which might be just as important.
- **Use your study diary.** Keep it with you all the time. It's a valuable tool to keep you organised.

NOTE:

Organise your study timetables so that the most important tasks are given TOP attention time!!

Set a time each day to sit down and check your diary (you can set an alarm to remind you).

FILE YOUR NOTES

- Create a file for each subject. You might want to use a different colour for each subject.
- Place the subject name clearly on the outside.
- When you get home from school each day put all the notes and handouts you received that day into each of your subject folders.
- Before filing, read through your handouts and notes. Try and sort out the most important facts first and write down short notes of what you need to study from them.



- You might want to further divide your folder into topics. This will make it easier to find a particular topic when you need to study it later on.

SET A TARGET

- Carefully check your timetable. Make sure you have set enough time to complete each task.
- Set yourself realistic targets. When you get them done, you will feel good about yourself. Each small achievement will help to build up your confidence.
- Give yourself a small reward when you reach a target: for example: taking a break to do one of your favourite things. Congratulate yourself each time you reach your target.

IDENTIFY

Identify exactly what you need to learn for a subject. You might have to memorise a poem or a speech. In another subject you might have to write an extended response. So in order not to waste time, IDENTIFY the kind of learning or task that you need to do and start working on it accordingly.

READ AND MAKE NOTES

- By using the notes from your subject or topic files, read and make notes - write comments, make brief summaries.
- Practice the writing of key ideas and facts from memory, you will learn better by doing this.
- Highlight important information, it makes it easy to use it later. It also allows you to create an outline of the material as you are reading.
- Write notes so they are as neat and readable as possible. This will save you valuable time by not having to rewrite them.

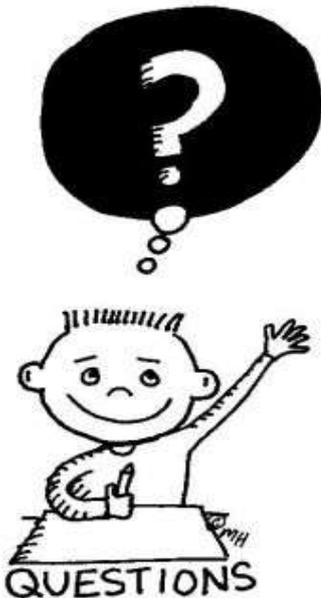
Note taking is probably one of most important tools in acquiring productive study skills



UNDERSTAND WHAT YOU ARE LEARNING

Listen to instructions! Pay attention! Get involved in discussions! Ask questions!

Take an active role in your learning. This will improve your understanding of the subject and will help you to recall it later.



- Summarise things in your own words. When you are summarising, it should be short, to the point and capturing key elements. Use diagrams, drawings, and flowcharts.
- When you don't understand something, don't be shy or afraid to ask your teacher for help.

REVISE! REVISE! REVISE!

- It is normal for your brain to forget things, but this doesn't mean you're not smart.
- You should revise work very soon after you have learned it. Try to read over your notes when you get home. Every two or three study sessions review older materials that you still need to remember.

- Revising materials regularly will save you having to re-study a topic in detail. Make sure your homework/study timetable includes plenty of revision time.
- The summaries and class notes you have made can be a great help in revision.

One simple trick to remember older information is to **SIMPLY REVIEW**.

CONCENTRATE!

- Don't daydream! Keep your mind on what you are doing.
- Remember to have a 10 minute break every hour. This will help you concentrate. The best way to do it is to stand up and face away from your books, don't sit at your desk staring at your books. The physical act of standing up will help give you a break.
- If your lack of concentration is due to being tired or not being motivated, you may have to postpone the work until a more suitable time.



SOME TIPS TO IMPROVE YOUR CONCENTRATION:

- Choose a regular place to study where there are few distractions.
- Plan your study time so that you will have enough time to finish your work.
- Make sure that you have all the materials and resources you need to finish the assignment.
- Develop a positive attitude to the task ahead. Think about finishing your work and try to do well. Plan a nice activity for when you are finished.
- Remember why you are studying and make this your goal. Question yourself about what you are studying and then read actively for the answers.
- Work in short sessions of forty to fifty minutes and take regular breaks to avoid getting tired.
- Make notes and summaries of the main points you are studying and refer to them to check your progress
- Break your work into smaller units of study and mark each unit off as you complete it.

