

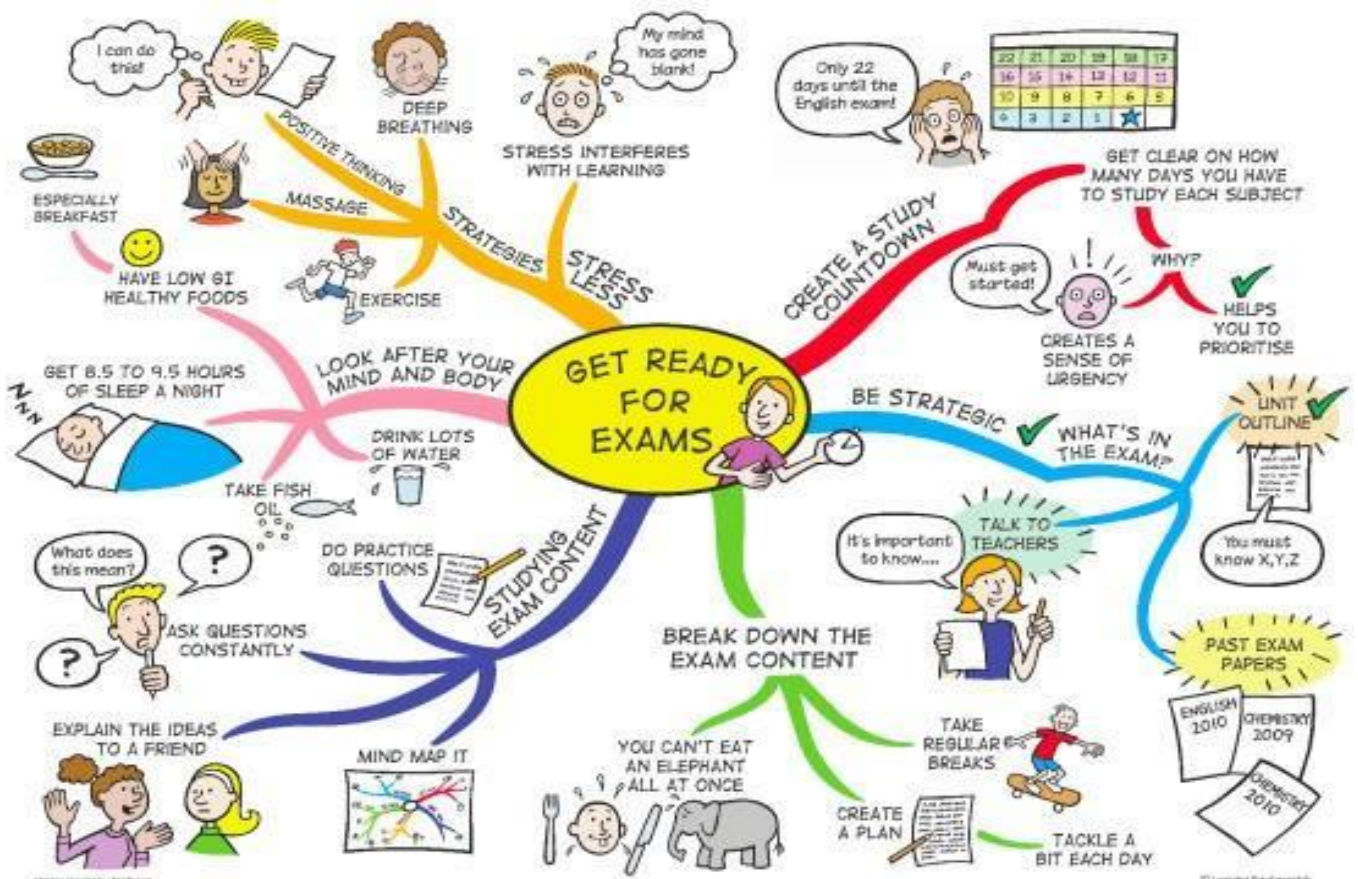


# STUDY SKILLS

Preston Lodge High School is a **COMMUNITY** of **LEARNING**. We value **ACHIEVEMENT**, **HAPPINESS** and **RESPECT**.

## EXAM PREPARATION: PLANNING YOUR STUDYING

Name: .....



## EXAM PREPARATION: WHERE AM I NOW?

Give yourself a score out of 10 for how satisfied you are with this area of your life.

|     |
|-----|
| /10 |
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Now write down a list of words that would describe how you would feel if you were 10/10 in this area. Write down at least 10 words.

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Now write down three or four words that would describe how you would feel if you were 0/10.

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## EXAM PREPARATION: WHERE DO I WANT TO BE?

Circle the words under 10/10 that you feel most positive about and put them together into a statement that will be your goal and vision.

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## EXAM PREPARATION: WHAT AM I GOING TO DO?

How can you get to 10/10? Think about all you have learnt about exam preparation. If you need reminders, have a look at the flow chart on the next page. Decide on the top six things you're going to do.

Step 1: I will ... \_\_\_\_\_

Step 2: I will ... \_\_\_\_\_

Step 3: I will ... \_\_\_\_\_

Step 4: I will ... \_\_\_\_\_

Step 5: I will ... \_\_\_\_\_

Step 6: I will ... \_\_\_\_\_

# PLANNING YOUR STUDYING

One of the most important things you can do to manage your time effectively is make up a timetable of when you're going to study and when you're going to relax.

To plan well, you should:

- List all your subjects and put them in order of **priority**. Are there subjects that you need to spend more time on than others? This avoids you spending too much time on the subjects you like, and neglecting the subjects you don't!
- Write down what you need to do for each subject. Be as **specific** as possible, so that when you sit down to study, you don't waste time working out what you need to do. If you're not sure, speak to your teacher.
- Work out what time in the week you want to protect for doing other things or just for **relaxing**.
- Create your **weekly plan**. You'll want different plans for holiday weeks and term time weeks.
- Don't spend more than **45 minutes** studying at a time. One way is to timetable an hour on a subject. Work solidly for 45 minutes, then take 15 minutes out.
- Remember to get rid of all **distractions**, especially your phone.
- Don't spend too long on one subject - mix your subjects up each day.
- It's a good idea to build in catch up sessions. That way, if you have to miss one during the week, you know that you can still stay on top of everything.

Complete the subject planning sheets, then create your study timetables. You can use the templates in this booklet, or you can make your own. Remember to make them look nice. Colour code your subjects, and highlight those things you're looking forward to.

Refer to the Study Skills guide for advice on:

Motivation

How to study

Practice for the exam

Removing distractions

The day before each exam

Note taking

The day of the exam

"Study Skills booklet PLHS.pdf" is available on your year group Google Classroom, and on the school website.

## KEY DATES

### EASTER HOLIDAY

Weeks beginning:  
Monday 11<sup>th</sup> April  
Monday 18<sup>th</sup> April

### SQA EXAMS START

Tuesday 26<sup>th</sup> April



### SQA EXAMS END

Wednesday 1<sup>st</sup> June

For the dates of all the exams, see the SQA information [here](#).

# SUBJECT PLANNING

List your subjects, putting them in order of priority. You can bracket together any subjects that are the same priority. Then complete the subject plan for each subject.

| Subject |   |
|---------|---|
| 1.      |  The subject you need to spend most time on  |
| 2.      |   |
| 3.      |   |
| 4.      |   |
| 5.      |   |
| 6.      |   |
| 7.      |  The subject you need to spend least time on |

**SUBJECT:**

Prelim grade:  Target grade:

What I need to do:

**SUBJECT:**

Prelim grade:  Target grade:

What I need to do:

**SUBJECT:**

Prelim grade:  Target grade:

What I need to do:

**SUBJECT:**

Prelim grade:

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What I need to do:

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Target grade:

What I need to do:

**SUBJECT:**

Prelim grade:

Target grade:

What I need to do:

Week beginning: .....

| <b>Day</b>       | <b>9 - 10</b> | <b>10 - 11</b> | <b>11 - 12</b> | <b>12 - 1</b> | <b>1 - 2</b> | <b>2 - 3</b> | <b>3 - 4</b> | <b>4 - 5</b> | <b>5 - 6</b> | <b>6 - 7</b> | <b>7 - 8</b> | <b>8 - 9</b> | <b>9 - 10</b> |
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### 1. "I don't feel like it"

There will be times when you don't feel like doing something that you ought to. To succeed, you must be able to put your feelings aside and follow through, even when you don't feel like it.

### 2. "I'll do it later"

Procrastination is the enemy of success. The most effective way of dealing with this is to make specific commitments, eg "I complete all my assignments at least 2 days before they're due".

### 3. "I don't have enough time"

If you feel you don't have enough time to study, the problem could be that you aren't doing enough planning. Planning means allocating your time to specific tasks so that you achieve your goals.

### 5. "I'm just not good at this"

The next time the thought "I'm just not good at this" pops into your head, remind yourself that this feeling of being stretched is a good thing. Feel the discomfort and push through it as you put in the effort to improve!

### 7. "If only..."

A limiting belief that will prevent you from succeeding as a student is the notion that something is holding you back. History is full of people who made profound contributions to the world, but who had to overcome huge obstacles along the way.

### 9. "It's my teacher's/ parent's/friend's fault"

There will be times when people let you down, but at the end of the day, we're fully responsible for our lives. This may seem scary at first but it will actually give you a greater sense of control and autonomy.

# THE TEN MOST DANGEROUS THINGS STUDENTS CAN SAY TO THEMSELVES

*by Daniel Wong, author of "The Happy Student"*

### 4. "It's too late to..."

There's a famous Chinese proverb that says, "The best time to plant a tree was 20 years ago. The second best time is now." This principle applies to studying too.

### 6. "Nothing ever goes my way"

We all experience setbacks, and we all have days when nothing seems to go right. But if you find yourself frequently thinking that "nothing ever goes my way", ask yourself if this is accurate.

### 8. "I'm not \_\_\_ enough to..."

This is another kind of limiting belief that will stop you from making the most of your potential. Remember that the thoughts you have about your abilities are often self-fulfilling. As Henry Ford once said, "Whether you think you can or you can't, you're right."

### 10. "I'll try to..."

When you say you'll "try" to do something, you're not making a firm commitment to take action. All you're promising to do is "try". Make an unwavering commitment to the positive changes you want to see in your life.