

Studying: More Tips and Hints!

- 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. Can you study in the morning?
 - Before starting try a **relaxation exercise**. Some experts say that by playing soft classical type music in the background you can retain more than studying in silence. (Dance, rave type music will result in a student remembering less!)
 - Study sessions should not exceed **25 minutes** without taking a 5 minutes break. (Some can manage a little more, most have to start with much shorter periods if they are not used to studying!)
 - **Breaks** can be taken without leaving your study room! (Although a walk or some form of exercise or relaxation is much better than watching television for this break.)
 - These short breaks are important to keep "**recall**" of what you are learning. (After 4 sessions it is advisable to leave your study room for a 30-minute break.)
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- Start long jobs ahead of time: **avoids cramming** and the resultant poor quality ("If only I had more time...").
 - Keep all your **notes on single pages** or cards. Try and keep one folder for each subject. (Don't scatter work!)
 - Have a **Timetable** to ensure enough time is given to each subject. (Try not to spend too much time on your favourite!)
 - 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.
 - Decide in advance what you want 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.
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- Describes what you want to accomplish in as much **detail** as possible. (One Chapter, one exam question. Etc)
 - Describes your goal in terms that can clearly be **evaluated**. (Can I now solve this quadratic equation...?)
 - Remember it takes **energy and discipline** to accomplish. (Don't give in easily...realise it is hard work)
 - **Be realistic**. Have a goal you know you are actually capable of obtaining. (Do the best you can, not the best someone else can achieve!) If this means you can only manage half an hours study so be it!
 - Have a **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 History notes..)
 - Survey required **readings before class** next day: skim over the titles and headings, before reading for detail.
 - In the beginning, 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.
 - When making out a timetable do **difficult subjects first**. (Do not do all your difficult subjects at the same time.)
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- Remember you don't need to remember everything! Your notes should contain all the **key points**.
- Once you have completed some study of an area or question it will only take **a few minutes to review**.
- Remember if you review something within 1 hour and again within 24 hours, then within 1 week, then within 1 month then you will **remember** most of what you learnt. If you don't review you won't remember!
- The more imaginative, **creative**, and colourful your notes are the better. (Writing ordinary notes using different colours can help you remember more!)
- You don't have to keep your notes like everyone else. Find **a way that works** for you!
- None of the above will come without your determination to achieve. This requires a lot of **hard work!**
- Stay organised. If things get muddled start again!
- Remember the purpose of the above is to reduce study by half and to increase your memory at least 200%.