

STEPS TO SUCCESS



LORNSHILL ACADEMY

RESPECT . INTEGRITY . ENGAGEMENT . ETHICS . INCLUSION . COMPASSION

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Introduction

Young people struggle with many issues in their lives, and because of all the competition for their attention, it can be hard to concentrate on studying. Studying throughout the academic year allows further progression in their subjects. The key to effective studying isn't cramming or studying longer, but **studying smarter**. The purpose of this booklet is to provide a range of strategies and information to allow for smarter studying.

How to use.

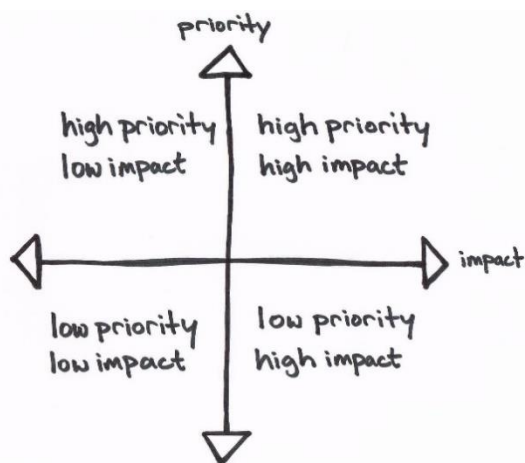
Pupils

As our young people read through the booklet it may become an overwhelming experience and just 'words' on a page. Speak to a teacher and ask them to talk you through the parts you're not sure of. Pay particular attention to the information around '**getting started**', '**being organised**' and most importantly, '**looking after yourself**'. These are good places to begin your revision.

Make a study plan. The timetable at the back of the booklet will help you to plan out your time throughout the week.

Mentors

This booklet will generate conversation during the first few meetings. Be open and able to listen to pupils, it's their meeting and their time to ask questions. Get them to prioritise their areas of study, an idea is to use something like the graph below.



This offers a visual representation of their areas of study in the curriculum and may help them to plan better.

Offer to help them create a study plan, together this will give you both focus for the upcoming meetings.

Parents

Read through some of the strategies to help your young person plan and study. Create a study schedule and plan with them so you are involved in the whole process. It is important to create an appropriate learning environment with your young person, encourage them to leave their phone in another room while they study, take regular breaks and keep hydrated as they continue in their session.

Remember....

Young people will develop their own approach to study, don't compare yourself to how and what others are doing. Focus on YOU!!

Top Ten Steps for Success

1. Short but regular bursts of revision (30-40 minutes) are most effective.
2. Find a quiet place to revise. (Limit time on social media)
3. Focus on the subjects and topics you need to work on most.
4. Make your own revision notes.
5. Rewrite the **key points**.
6. Use different techniques. Make your own learning maps, use post it notes to write key words on, create flash cards. Use highlighter pens to mark important points.
7. Practise exam style questions.
8. Seek support from teachers, parents/carers or friends.
9. Eat properly and get lots of sleep.
10. Believe in yourself and be positive.

Getting started on revision

Where?

Find a fixed place to study that becomes firmly associated in your mind with productive work such as a library, your bedroom, your dining room or study.

What?

Know at the start of a session what you want to have completed by the end of the period. Make tasks specific and realistic.

How?

It usually helps to begin with a subject you like, move on to other less favoured areas, and then finish with a favoured topic.

Why?

Test your progress at the end of a study session. Ask yourself “what have I just learnt?”

Revision Tips

1. Make a list of all the topics you need to revise

Each subject that you are studying can be broken down into smaller sections. List all the topics on the course and then use this as a 'revision checklist' for the subject. Tick topics off as you have learnt them.

2. Create a revision plan

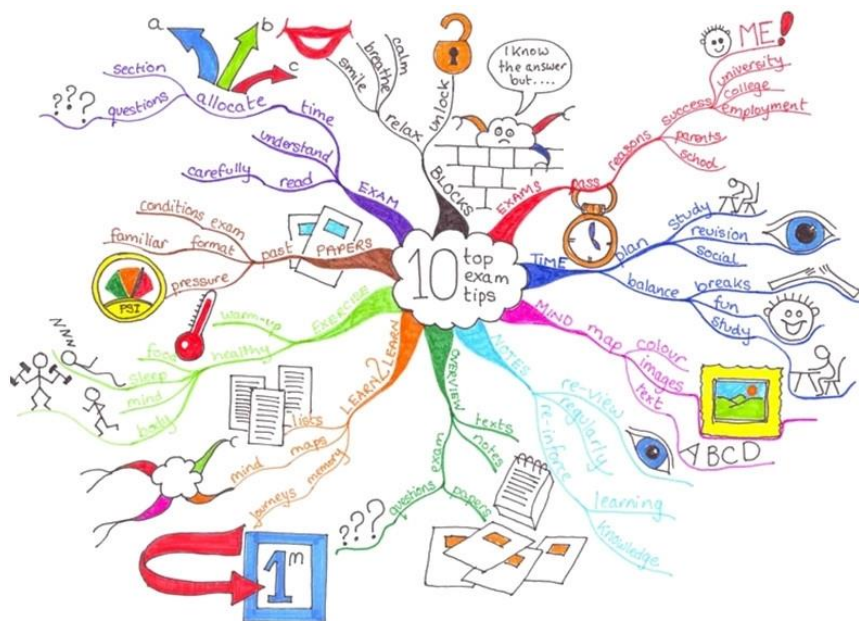
Split each day (including weekends) into half hour/hour slots and make sure you study all of your subjects across the week. (See the timetable planner at the back of the booklet). Put the plan on display in your house so that adults are aware of it.

3. Use a variety of revision techniques

Try mind maps, diagrams, colour, recording yourself and listening back to it or walking around saying the main points out loud.

4. Take regular breaks

Drink plenty of water, plan for lunch and treats. Switch between subjects and topics.



Revision Strategies

MIND MAPS: Make mind maps or association maps rather than taking notes. Mapping your notes by radiating key words out in a pattern of links from a central point will make best use of your memory. If you use colour and images on the maps, you'll be harnessing the power of both sides of your brain- creative and logical.

READ INTELLIGENTLY: Browse through a book or your notes looking at headings and summaries then attempt to mind map what you have spotted and what you can remember.

CONDENSE: Fitting notes onto one side of paper makes them easier to stomach, so rewrite and cut down as you go.

HIGHLIGHT: Target key areas using colours and symbols.

RECORD: Try putting important points, quotations or formulae on audio devices. If you hear them and read them, they're more likely to sink in.

TALK: Read your notes out loud; it's one way of getting them to register.

TEST: See what you can remember without notes, but avoid testing yourself on subjects you know already. Why not ask someone else to test you?

TIME: Do past papers against the clock; it's an excellent way of getting up to speed of checking where there are gaps in your knowledge.

Dealing with Distractions

- **“I just start day-dreaming”**
Become an active learner. Always work with a pen and paper. Focus on a specific task, not a specified time for your study.
- **“I can’t focus because I’m anxious about the exams”**
Try to limit yourself to your immediate concerns, the things you have some control over (preparation for the upcoming test) rather than the things you cannot determine (like what questions the examiners will set for this year’s Chemistry paper).
- **“I often fall asleep when I’m supposed to be studying.”**
Try to get to bed on time over the coming weeks. A tired brain is very unproductive. Get some genuine rest at the weekend. Be sure to get regular exercise, even just a walk around the block to clear your head.
- **“I’m constantly interrupted by other people”**
Study in the location most likely to offer peace and quiet. Ask for consideration from family/household members over the final run up to exams. Try not to have a TV, phone, computer game or music system within arm’s reach while you are trying to work. Make a rule of not taking phone calls within certain defined periods.
- **“I keep thinking of other things while I’m studying”**
Divide the study session into smaller, short-range goals which demand your full attention e.g. vocabulary or poetry test.

5 TOP TIPS FOR EFFECTIVE EXAM REVISION

AS RECOMMENDED BY PREVIOUS UNIVERSITY STUDENTS!*

1. START EARLY

Don't leave it to last minute! Start revising a couple of weeks before your exams to give your brain time to absorb.

2. PLAN YOUR TIME

Failing to prepare is preparing to fail, so plan wisely. Make a schedule to document what you will revise and when!

3. AVOID YOUR PHONE

Revision is tough, but looking at social media every ten minutes won't help you learn! Put your phone away so you can focus.

4. PRACTISE!

Athletes don't win gold without rigorous training, and neither will you! Actively practising (e.g. doing mock exams) can help re-inforce knowledge.

5. TAKE BREAKS

Your body needs rest in order to get stronger, and so does your brain! Be sure to take regular breaks during revision - your mind will thank you.

Good luck!

SIMPLY
EDUCATION

*A focus group of 5 University graduates was used to collect information for this infographic

Looking After Yourself

- ✓ Drink lots of **water** (the brain is 80% water!).
- ✓ **Eat well** – fruit/veg/oily fish/protein etc. Your brain will thank you!
- ✓ **Exercise** – helps blood flow to the brain and reduces stress!
- ✓ Get your **Zzzz's** – 7 to 9 hours sleep is ideal!
- ✓ Take regular breaks.



Getting Organised

1. **Tidy** your room. Having a tidy work environment helps you to focus.
2. **Sort** all jotters and work booklets etc into **subjects**. Being organised with resources makes studying easier and you won't waste time looking for material that is missing.
3. Take each subject and sort your work into **topics**. If possible use plastic wallets or use ring binders and dividers. Sorting out your work in this way means you already have neat, methodical system. This will help you find work easier when you are going to study and compliment your tidy work environment.

BELIEVE IN
Yourself

Planning

- You have 168 hours in the week.
- If you take the 56 hours you should spend sleeping and the 35 hours at school, this leaves 77 hours.
- Take away another 20 hours a week with family and friends and another 14 hours for TV and internet it leaves 35 hours a week for studying.
- We now need to add in times for training, events etc in to your study plan.
- Provide a clear focus for each study session (which subject and which topic).
- Share your study plan with your parent/carer to help support your times for study and relaxation.
- Create a new plan each week to take in to account different events, parties, matches etc that will change from week to week.
- We would all agree that 15 minutes is not a long time. If you study a subject for 15 minutes a day, 7 days a week for a whole year you will have studied that subject for 91 hours!
- Good luck!

Senior Study Planner

Week Beginning: _____

| Time | Mon | Tues | Wed | Thurs | Fri | Sat | Sun |
|------|-----|------|-----|-------|-----|-----|-----|
| 6am | | | | | | | |
| 7am | | | | | | | |
| 8am | | | | | | | |
| 9am | | | | | | | |
| 10am | | | | | | | |
| 11am | | | | | | | |
| 12pm | | | | | | | |
| 1pm | | | | | | | |
| 2pm | | | | | | | |
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| 4pm | | | | | | | |
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| 7pm | | | | | | | |
| 8pm | | | | | | | |
| 9pm | | | | | | | |
| 10pm | | | | | | | |

Notes: