

Planning for Success

Mr Emery

Managing themselves and their time

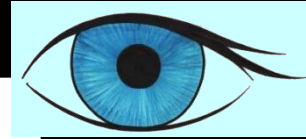
It doesn't have to be one long hard slog!

It is important to break down time and revision into a set of short reflective cycles.



The end involves **EVALUATION** (e.g. to write a reflective journal or to discuss with a friend or parent the topics that you have revised).

The beginning of the reflective cycle involves **VISION** (e.g. how to clarify the topics that you intend to revise today).



The middle involves **ACTION** (e.g. to muster up the discipline and concentration that is required to revise those topics)



Using a Revision Journal

Each evening, complete an entry into a revision journal. This will offer you the opportunity to review topics that you have been revising and will allow you the time to build up effective revision notes.



Setting Realistic Goals

- Manage your stress levels in the early phases
- Focus on setting, achieving and reviewing short-term goals that can be completed within a few days.
- Once this phase is over you will feel confident enough to set additional targets.
- Why not try setting at least 2 SMART target per week



Specific

Measuraable

Achievable

Realistic

Target





Creating Revision Timetables



An important project management skill is the ability to create good plans. When revising, this means creating good revision timetables.



Some Initial Questions



The best timetables are realistic and flexible. When creating timetables, begin therefore by answering some important questions:

1. How many days are there until my first exam
2. What is the maximum amount of time that I am willing to revise on a typical weekday, typical Saturday and on a Sunday?
3. Are there any dates between now and my first exam when it will be very difficult or impossible for me to revise?
4. How many subjects am I studying?
5. How many topics am I expected to revise for each subject?

Dividing your Time

- Consider how many hours you will need to revise for each subject.
- Ensure that you add up the number of days that are available before your first exam and divide the revision hours appropriately between your subjects.
- Once you have the total amount of time for each subject, it is important that you then sub-divide this time to different topics within it. E.g. you have allocated 20 hours to Geography and you will spend 2 hours on each of the 10 topics.

Remember!

Timetables reduce the stress levels by putting you in control of your revision. Stay calm if you get behind and remember that it is important to give yourselves regular breaks and changes in activities to reduce stress levels and so you do not overload yourself with information

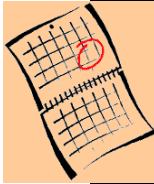


Constructing Weekly Timetables



You will be able to make weekly timetables. You can follow one of two approaches:

1. You can create timetables on a week-by-week basis (e.g. each Sunday in advance of the week ahead)
2. You can create all of the weekly timetables at the same time.



	ENGLISH	MATHS	SCIENCE	GEOGRAPHY	GERMAN	TOTAL
MON		Equations (1 Hour)	Bonding (1 Hour)			2 Hours
TUES	Media (1 Hour)			Coasts (1 Hour)		2 Hours
WED		Vectors (1 Hour)			Grammar (1 Hour)	2 Hours
THURS	Poetry (1 hour)			Tectonic (1 Hour)		2 Hours
FRI			(Digestion (1 Hour)		Holidays (1 Hour)	2 Hours
SAT	Competing in Football competition					0 Hours
SUN	Shakespeare (2 Hour)		Waves (1 Hour)	Population (1 Hour)		4 Hours



Top Tips for Success

You will most likely do well if you:

- Keep you motivated
- Make the most of all your time - in lessons and at home
- Get organised - try to plan your workload carefully and give yourself plenty of time to do all your work
- Make sure you find somewhere quiet to study
- Complete all coursework to the best of your ability
- Attend Catch up sessions
- Easter Revision Classes
- Speak and ask advise from teachers
- Know your learning style & the best ay of revision that suits you!

Things to avoid

- Don't leave work and revision until the last minute
- Don't start writing up before you've done all your research
- Don't try to watch TV at the same time
- Don't rush things
- Don't copy or plagiarise
- Avoid last minute revision - this cuts down stress levels

