

Discuss with your partner:

# Unhelpful habits that stop effective study



# WHEN MIGHT I NEED TO SET GOALS?

**PRODUCING THE  
DESIRED RESULT**



**KNOWING WHAT  
YOU NEED TO DO AND  
USING YOUR TIME WELL  
TO GET IT DONE**



Thanks to Miss Hunt and Miss  
Smith for contributing  
resources

# GET YOUR PRIORITIES RIGHT

1. Jot down four things on your current to-do list



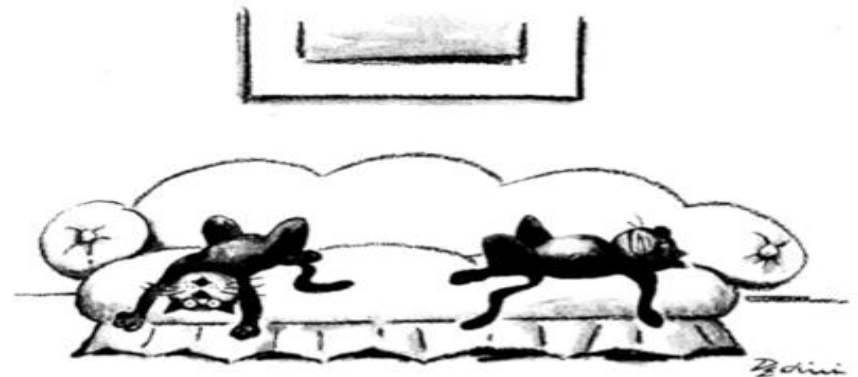
2. Slot in the four tasks

# WHAT ARE YOU GOING TO DO DIFFERENTLY?



# 10 Common Time Management Mistakes

1. Failing to keep a to-do list
2. Not setting personal goals
3. Not prioritising
4. Failing to manage distractions
5. Procrastination
6. Taking on too much
7. Thriving on 'being busy'
8. Multitasking
9. Not taking breaks
10. Ineffectively scheduling tasks



*"My God, do you realize the year's half over?"*

# Advantages of good time management

- Increased effectiveness
- Increased efficiency
- Saves time
- Prevents stress
- Reduces anxiety
- Motivates and initiates
- Reduces avoidance of tasks
- Allows review and reflection
- Eliminates cramming
- A more balanced life



### January 18

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### February 18

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

### March 18

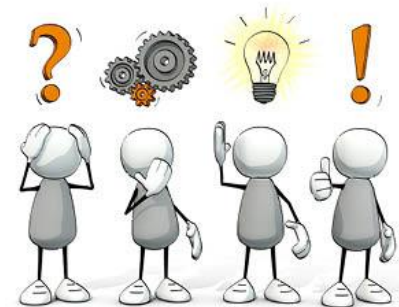
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

# How To Revise

- Know your strengths and weaknesses and what is required of you
- Plan weeks in advance
- Be realistic, you know yourself best and how much you are likely to do
- Allot particular hour blocks for particular tasks
- Allow for the unexpected
- Manage your work space as well as your time
- Break it down into each subject
- Look at SQA requirements
- Read your resources:

- Class notes
- Books
- Textbooks
- Worked examples
- Subject-specific websites from your teacher – ASK!!
- Generic websites e.g. BBC Bitesize
- SCHOLAR

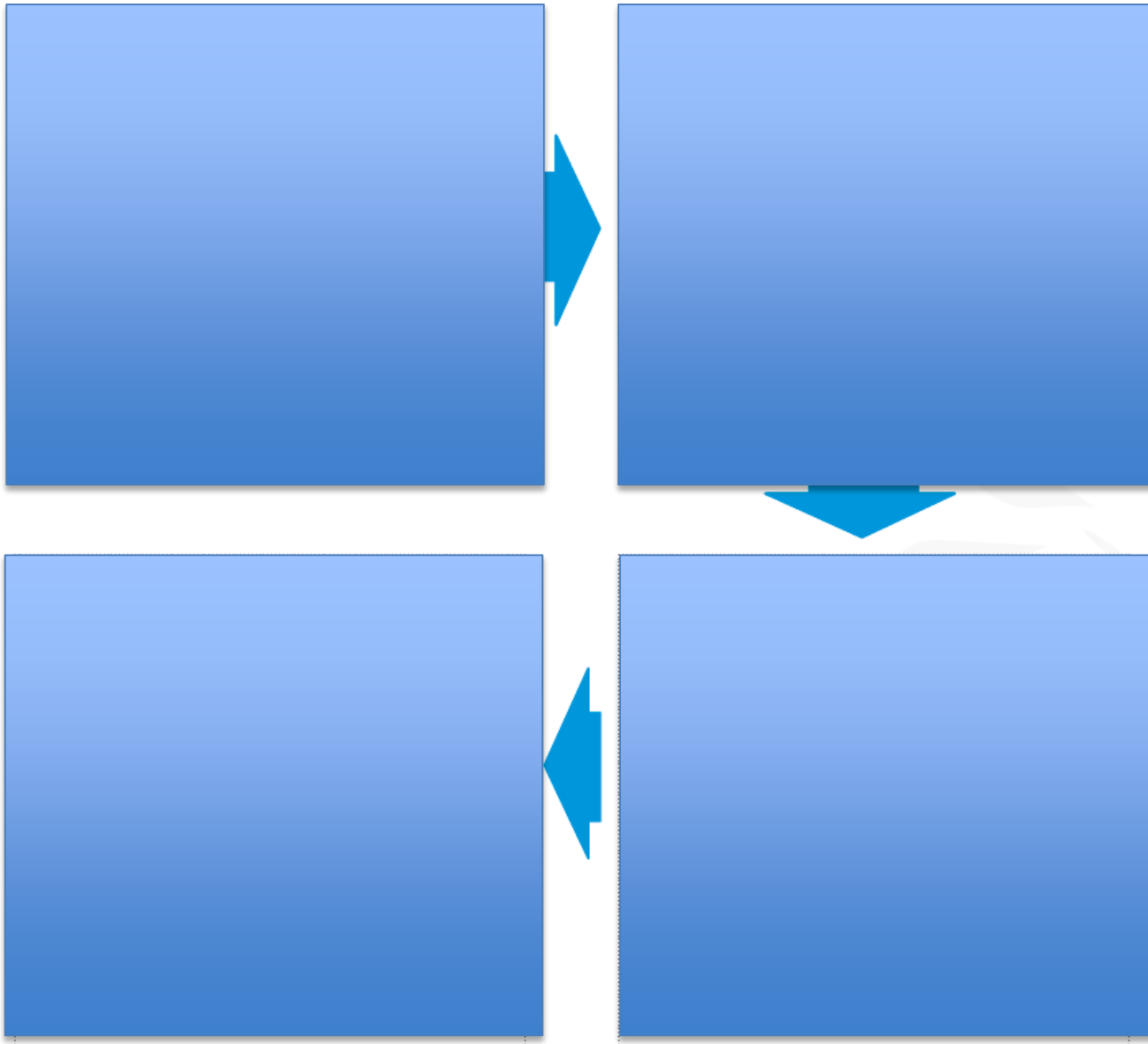
- Enhance your notes and do revision exercises
- Use past papers, focussing on the most challenging tasks





	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
8am							
9am							
10am							
11am							
12pm							
1pm							
2pm							
3pm							
4pm							
5pm							
6pm							
7pm							
8pm							

# Tools for personal effectiveness



*How  
can I  
use  
each of  
these?*