

Successful Study



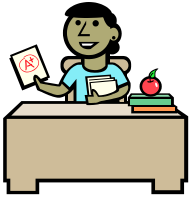
King's High School

Personal Excellence

Name: _____

**Keep and use this booklet.
Your classroom teachers will be reinforcing the ideas in the classroom.
Discuss this at home too.**

Successful Study: What's it all about?



Part one

1. Overview of the material
2. Relaxed environment
3. Learning Styles
4. Memory
5. Using the information - Taking notes

Part two:

6. Ongoing review
7. Attitude – visualising success
8. Time management
9. Planning to make it happen
10. Setting short-term and long-term goal

Overview

What I already know about successful study.

What I want to get out of this session today.

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Your Study Environment

low light

comfortable posture

brain music

water

air

food

breathing

materials available
for use

relaxation

exercise

pleasing colours

sleep

brain gym

Three ways I can help improve my study environment:

1. _____
2. _____
3. _____

Three ways that I can relax:

1. _____
2. _____
3. _____

Keep yourself healthy

- eat small healthy snacks
- drink lots of water
- get enough sleep
- exercise
- take time out for relaxation



Study Environment

- Choose a place free from distractions
- Wear comfortable clothes
- Have water, snacks and materials handy
- Use low light
- Take regular breaks
- Set goals for the sessions





Know Your Learning Style

Visual

pictures
diagrams
colour
shape
pattern
stories

Auditory

listening
speaking
sound
music
tapes
speeches
discussions

Kinaesthetic

movement
touch
physical sensations
action
flip cards
games
experiences

Good ways for me to learn:



Learning styles

- Study at a time of day that suits you
- Talk about your information
- Use visuals
- Move around while learning

Learning Style Survey

Check the words and phrases that describe how you like to learn.

- | | |
|---|---|
| <p>1. When are you most ready to learn?
___ in the morning
___ in the afternoon</p> <p>2. What is your favourite way to learn?
___ on my own
___ one-to-one with an adult (teacher, parent, mentor)
___ one-to-one with a friend or classmate
___ in a small group
___ in a medium-sized group
___ in a large group (the whole class)</p> <p>3. Where is your favourite place to learn?
___ in a classroom with other people
___ off by myself somewhere, away from other people
___ in a small study area
___ in a library</p> <p>4. When you are doing an activity, can you stick with it for ...
___ a long period of time?
___ a short period of time?</p> <p>5. How do you learn best?
___ by reading books, articles, and other printed materials
___ by looking at maps, pictures, or charts, and by watching demonstrations
___ by listening
___ by doing things with my hands (examples: drawing, working with objects, doing experiments, making things, building things)</p> | <p>6. When you are learning ...
___ can you tell on your own how well you are doing?
Or ...
___ do you need someone else to tell you if you are on the right track?</p> <p>7. When you are learning ...
___ do you learn the parts first, then understand the whole idea?
Or ...
___ do you need to see the whole, completed idea first, then learn the details?</p> <p>8. Which would you rather do?
___ use facts and information to do practical projects?
___ gather information, analyse ideas, and write essays about what you are learning
___ use facts and information to do a group project
___ discover new information and ideas, then create your own new answers or products</p> <p>9. Which way do you learn most easily?
___ with exact directions and examples
___ with lecture notes and written materials
___ by working and sharing with others
___ by solving problems and trying new approaches</p> |
|---|---|



Using Your Information

Memorise:

use your senses

rhymes

use learning styles

make mind maps

sentences

highlight

colour

rhythms

chunk – 5 things

pictures

key terms

stories

repetition

copying

flash cards

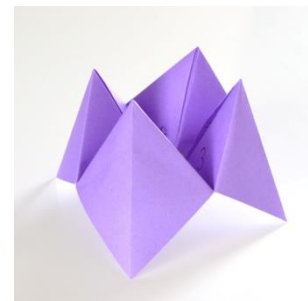
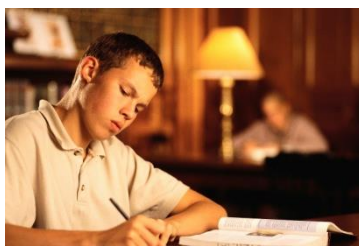
notes around the house

stand out

What else?.....

- Study your most important information first and last
- Repetition – the more the better
- Use visuals
- Association – make up a story
- Chunk information together
- Take breaks
- Rewrite the notes

getting organised



Taking Notes

1. Use lots of colour and highlighting
2. Mind maps and diagrams
3. Use Flash Cards or Fortune Tellers
4. Make things stand out by using headings
5. Mnemonics
6. Sayings

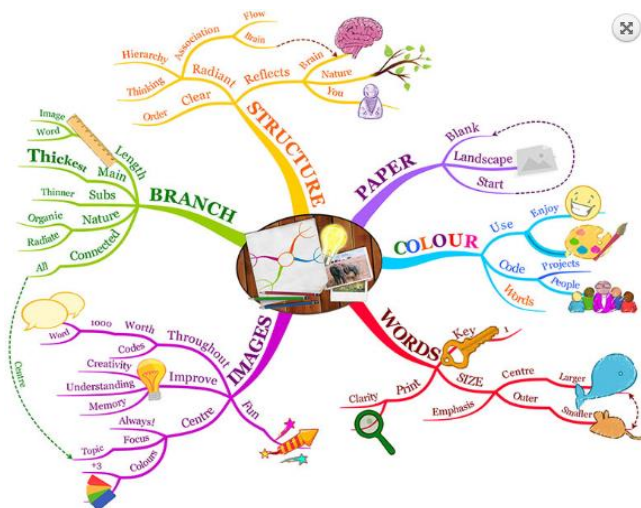
There is no one way to take good notes – the important thing is that they make sense to you!

Mind Maps

Software /Apps are available to do this on computer or tablet/iPad.

Eg iPad App Tony Buzan's *How to Mindmap*

- Steps to making mind maps (*From <http://thinkbuzan.com/how-to-mind-map/>*)



Summarising

1. Consciously decide to reduce the amount of information you need to learn
2. Decide which things are most important from the page of information
3. Prioritise your list of points
4. Make your summary portable, allowing you to use it anywhere
5. Reconstruct the information from the original material, check what you have missed
6. Compare with other people
7. Take care with the first and last pieces of information
8. Make sure your summary addresses the question.

Successful Study: Final Points

It's **quality** of study that counts - hours of time is not necessarily useful

Practise answering the questions

Make lists

Don't write out full answers - use skeleton form when practising

Keep active with your information

Work in short, sharp spells

Revise!

Revise!

Revise!

Revise!

- Once is not enough
- Just enough is not enough
- Have an overall plan and then plan your sessions.

Part two:

Planning for Success

Planning

- Use your *Homework Diary* EVERY period and every day!
- Make a weekly or long term planner
- Fill in your commitments like sport/cultural activities
- Fill in your school tasks
- Plan blocks of study time for each subject
- A good study schedule is always helpful no matter how much time you have left

A well planned study schedule should be Detailed, Realistic, Flexible and Varied

Time Management

- ❖ Learn to put priorities on your task
- ❖ Focus on the things that need attention NOW
- ❖ Do one thing at a time
- ❖ Divide larger tasks into smaller achievable tasks
- ❖ Include time for relaxation
- ❖ Review your goals
- ❖ Use spare 'bits' of time
- ❖ Make daily / weekly 'to do' lists

“Failing to plan = planning to fail!”

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Goal Setting

G	Set yourself a realistic G oal
A	Think of A ctivities which will help you meet your goal
T	T imetable those activities
E	At an agreed time, E valuate how well you did in meeting your goal

Task: Using the GATE technique, set goals for yourself for this term.

This Term:
my goals are:

my activities will be:

my timetable will be:

my evaluation will consist of:



Prioritise Your Study



Study Timetables

- ❖ Use a template or customise your own
- ❖ Add the fixed dates of you exams or assessments
- ❖ Write in the fixed times you do things eg. Sports practice, after-school job
- ❖ Reserve time for relaxation / entertainment
- ❖ It's a good idea to study after class while motivation is high
- ❖ Be specific
- ❖ Have small achievable goals for the chunks of work you will study

What technology do you have access to that can help? iPad/Smartphone/computer?

Helpful Hints:

- Check **MOODLE** for revision information for your subjects.
- Look up old exam papers and ask your teachers
- Attend **tutorials** – check with your teachers for tutorial times for your subjects
- Check the **subject** information on the **NZQA website**:
www.nzqa.govt.nz/subjects
- Check the *StudyIt* website: <http://www.studyit.org.nz/>



My Weekly Planner

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6 – 7 am							
7 – 8							
8 – 9							
9 – 10							
10 – 11							
11 – 11.25							
11.25 - 12.25							
12.25 – 1.25							
1.25 – 1.55							
1.55 – 2.55							
3 – 4							
4 – 5							
5 – 6							
6 – 7							
7 – 8							
8 – 9							
9 – 10							
10 – 11pm							



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1.55 – 2.55							
3 – 4							
4 – 5							
5 – 6							
6 – 7							
7 – 8							
8 – 9							
9 – 10							
10 – 11pm							

My Long Term Planner

Term 3

Week	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
7							
8							
9							
Week 1 Hols							
Week 2 Hols							

My Long Term Planner

Term 4

Week	Monda y	Tuesda y	Wednesda y	Thursda y	Frida y	Saturda y	Sunda y
1							
2							
3							

4 Last week							
5 Exam s start							
6 Exam s							
7 Exam s							
8 Exam s							

Exam Day

- Try to relax the night before, use the breathing exercises we have learned.
- Get up in plenty of time
- Eat breakfast, stay healthy, eat fish and fruit they are good brain foods.
- Check you have everything you need for the exam
- Arrive early for the exam, know the details about days and times for the exam.
- Listen carefully to, and read the instructions
- Read over the entire exam first. Plan your time and do The easiest questions first.
- Always attempt all the questions
- Plan your answers so that they answer the question. Read every word in the question, and do exactly what the question asks you to do.
- Never leave before the end of the time, always check your answers through at the end.
- Avoid caffeine, and too much sugar.
- Don't worry about questions you don't think you can answer, skip it and come back to it, have a go!



Assessments Update

Information from my subject teachers about my **exams/external portfolio OR internal assessment** work:

1	
2	
3	
4	
5	
6	

Notes

Where to from here? Homework!

Three things I will do tonight:

1. _____

2. _____

3. _____

“If it’s to be, it’s up to me!”

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