

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**



GET YOUR PRIORITIES RIGHT

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



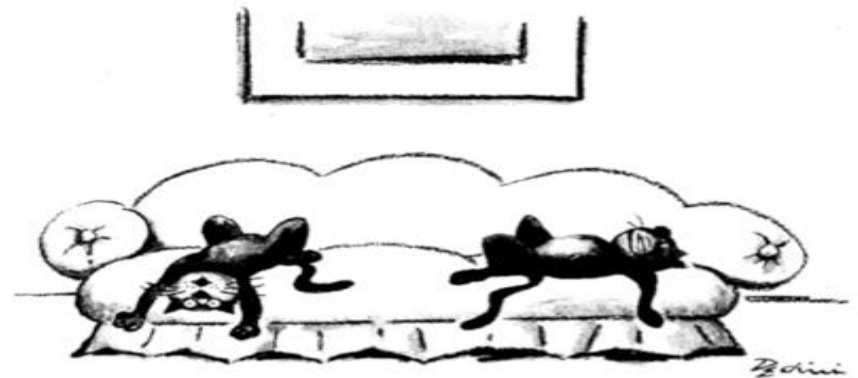
2. Slot in the four tasks

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



March 2019

SUN	MON	TUE	WED	THU	FRI	SAT
					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						

May 2019

SUN	MON	TUE	WED	THU	FRI	SAT
			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	

April 2019

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
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28	29	30				

June 2019

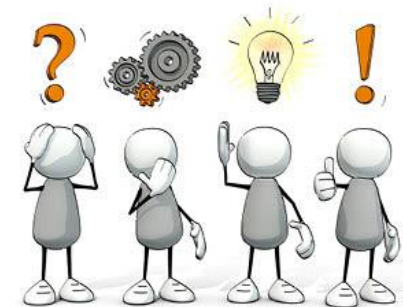
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

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:

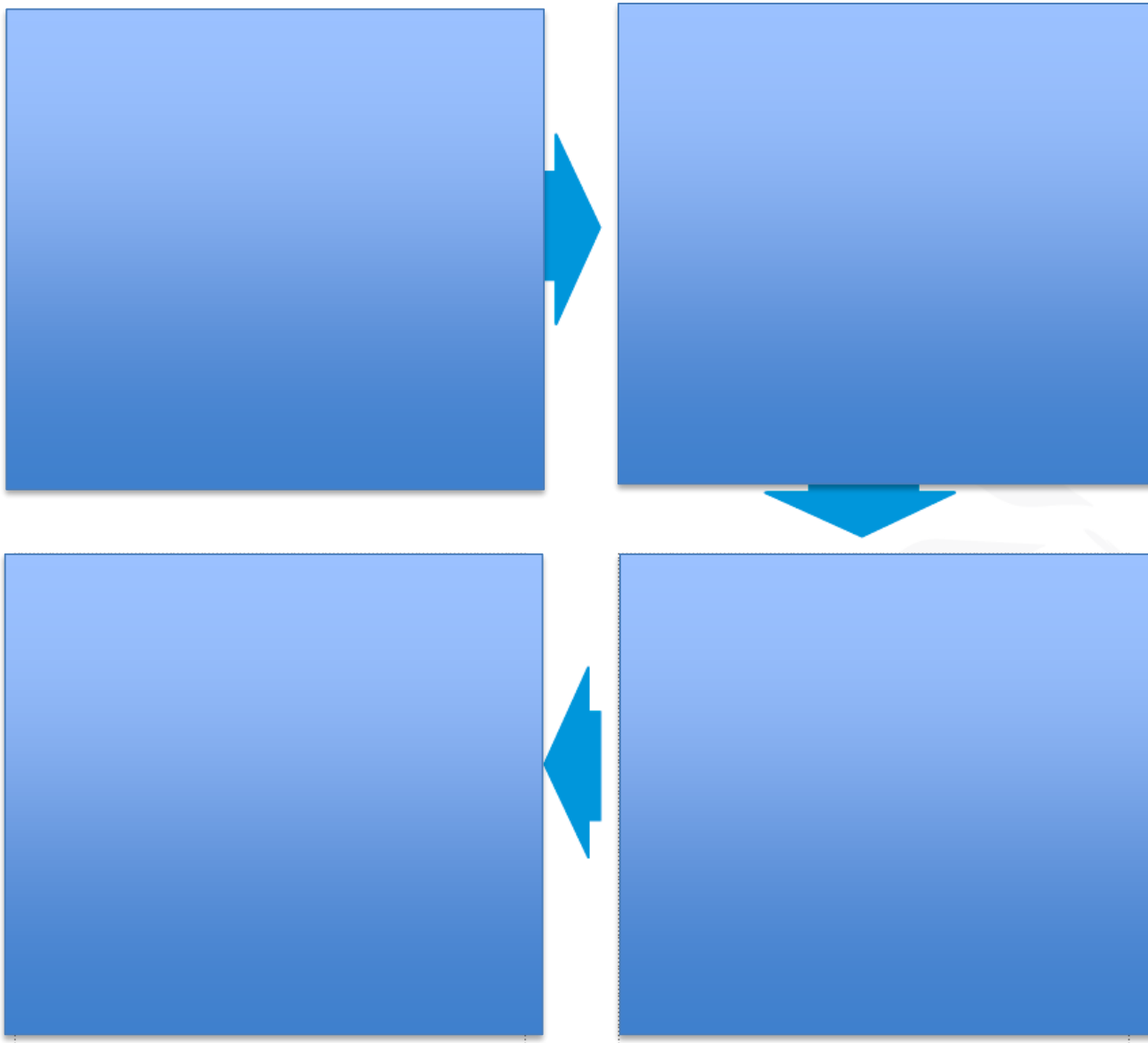
- Class notes
- Books
- Textbooks
- Worked examples
- Subject-specific websites from your teacher – ASK!!
- Generic websites e.g. BBC Bitesize
- SCHOLAR

- 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?*