

SEVEN STEPS TO BUILD INTO YOUR DAILY STUDY ROUTINE

A DAILY ROUTINE TO ENHANCE YOUR STUDY

1 DO YOUR HOMEWORK!

It's helpful to complete all your required overnight home work. You should have recorded this in your diary at school. Remember to check it off as you complete it.

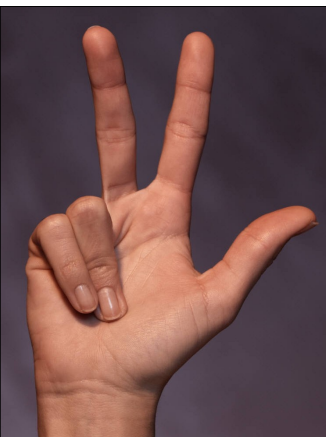


2 ASK THREE QUESTIONS!

After each item of homework or study has been completed, ask yourself three questions:

- 'Do I understand this well enough?'
- 'Can I do the work fast enough?' and
- 'How long before I might forget the work?'

Depending upon your answers, you might decide to do a little extra work straight away, or you might make an entry in your diary to revise the topic on the following night or some time in the future. This is clever and strategic planning!



3 DO SOME EXTRA WORK!

Complete some work on outstanding assignments or compulsory reading.

A little bit done early keeps you on target for completing these tasks by the due date.



4 CHECK YOUR DIARY!

After your homework and assignment work and compulsory reading have been completed, you are now in 'study mode.'

While your diary is open, check for any revision items that you have scheduled from previous study efforts and either complete them or postpone them to the following day.

Again, after you have revised each item, ask the same three questions as outlined in point number 2, and reschedule further revision for some time in the future ... hopefully, after a longer period of time.



5 START ANOTHER PROJECT!

If you have time for further study, choose another topic or skill to summarise or revise ...

and do so, remembering to use a diary entry to keep track of your work on it also.



6 PRE-READ YOUR TEXTS!

If you have a few spare minutes, check your school time table for the next day and pre-read the texts to gain some idea of what each teacher is likely to explain.

Taking literally a minute or two to do this on the night prior to a lesson can greatly increase your retention of the lesson material on the following day. This is a very effective use of time and it can save a lot of relearning and study.



7 PREPARE A 'TO DO' LIST!

Write Out a 'To Do' List for the next day. Rank the items in order of importance, and try to complete as many as possible during the following day. When all this is in place, you can sleep well, knowing that you are organised and in control of your learning.



This seven step system (based on homework, review, preview, and plan) provides a method for you to keep on top of your work.

Be prepared to experiment to find your own rhythm. Some students like working for 20-30 minute bursts with 10 minute breaks in between. Others thrive on hour-long sessions, with longer or shorter breaks.

This rhythm is a very individual thing and will often vary with how tired or stressed you are. Get to know yourself and adjust each evening accordingly.



Homework



Review



Preview



Plan