

**[MYDIARY PODCAST SERIES]
[STUDY TIPS]**

[Intro]

Hello and welcome to the wonderful world of Get Positive Audio.

You're listening to the MyDiary Podcast series.

I trust you will enjoy this audio presentation entitled "Study Tips".

In this audio track you'll learn how to get the most out of your studying efforts.

[Body]

The key reason for studying is so you don't forget! An average person forgets 25% of information after a day, 40% after a week, 55% after a month and 80% or more after 3 months. But, if you revise what you learn then you are able to recall information better.

Studying helps you to improve your marks, it makes school easier and more enjoyable, and if you study, you will be less stressed about exams. Not only that, but it will help you to improve your memory and also to develop one of life's greatest skills which is self discipline.

Where should you study?

- It is important to find a quiet place to study.
Somewhere away from family, noise and the TV. It is best to have a regular spot with a desk, a chair, good lighting, a shelf and plenty of storage space for your notes.
- Try a few drops of aromatic oils in a candle burner to help you study.
Burning oils such as peppermint stimulate your brain and help you to stay awake and focussed.
- Don't forget you can use travel or waiting time to revise short pieces of information. This includes:
 - When you are on the bus or train
 - At the start of class when the teacher is still getting organised
 - During class if you finish early
 - During Lunchtime
 - Or at work during your break.

So When Is The Best Time To Study?

To really gain the best retention from your studying efforts become aware of your most productive times of the day.

For some it might be the mornings, I know I used to get up an hour earlier in the mornings when I had a test to study for. I found I was more alert and less distracted in the earlier parts of the day. I also used to do this on the weekends so I could finish early and have the rest of the day free.

For others it might be later in the day, or late at night.

Here are some factors to consider:

- After a big dinner you may get tired
- After sport training you might be sleepy and ready for bed
- Working too late may make you tired the next day causing you to struggle through your schoolwork
- Saving all your studying to the weekend may be a problem if you get called in to work or if something else comes up...like a special family occasion.

What Should You Study?

It's important to revise what you did in class during the day. Revision should be divided into sessions of at least 20 minutes and include:

- Reading class notes.
- Textbooks
- Handouts
- Previous tests
- Past assignments

And finally the most important question, How Should You Study?

This is broken down into 5 key steps:

Step 1 is to figure out your purpose for studying and write this down in big letters.

This now becomes your focus and determines how long you need to invest in studying and what your studying methods should be:

For example,

My purpose for studying today is to gain marks above 87% in my 45 minute Maths test on Tuesday.

Or

My purpose for studying this week is to score above average marks for my end of year Human Biology exam.

You now have a clear focus for your study.

Step 2 is to: Decide What to Study

- If you are studying for a small test, your teacher should have outlined the specific material that will be tested.
- If you are studying for an exam, you will be doing a more general studying of everything you have learnt that term.

Now write down your areas of study.

For example:

For the upcoming maths test, I will need to study:

- *Correlation*
- *Mean*
- *Median*
- *Standard deviation*
- *Mode*
- *And Range*

Or

For the upcoming Human Biology exam, I will need to study:

- *The names and functions of all the parts that make up the:*
- *Circulatory*
- *Respiratory*
- *Lymphatic*
- *And muscular system*

By clearly deciding what you need to study, you now know where to focus your attention

Step 3 is to: Create a Study Agenda

A study agenda is simply a short plan which outlines how you are going to study. It describes the study methods you intend to use, the steps you are going to take and when you intend to take them.

For example:

First I will learn the Circulatory system

I will:

- Study my subject outline, highlighting all the areas I need to learn
- Review my class notes
- and read the relevant chapters in my text book

From doing all the above I will create a set of revision summaries.

- I will memorise the key points on my summaries using mnemonics and recording my voice to tape and listening to it before I go to bed.
- I will test myself by completing last year's exam paper.
- I will allocate 30 mins every Tuesday and Thursday for 4 weeks to complete this.

Step 4 is to: Follow Your Plan

Last but not least, you now need to make a start. Procrastination is the thief of time. Remember, something is always better than nothing, so be sure to get stuck into the work no matter what happens.

Don't get discouraged with the amount of time it may take you to begin with, with practice you'll become much much quicker.

[Closing]

Thank you for listening to this podcast.

Feel free to download this audio file to your iPod so that you can replay it at any stage.

I wish you all the best with your studies.

Until next time, Stay Positive!

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