

Workskills Fact Sheet Number 13

TOP TIPS FOR STUDYING

Studying can be that activity we put off, shove aside or just plain ignore until it's almost too late. We all know it often takes quite a bit of motivation to make it happen. So how can we make it a little easier to endure?

It takes a little discipline but studying can become part of your everyday learning routine and doesn't need to be limited to 'cramming' for exams and tests.

10 STEPS

Here are some handy hints to make your study time a little easier and hopefully more productive:

1 Establish a routine

Set aside a particular time each day for study and revision and stick to it.

2 Create a study environment

This should be away from interruptions and background household noise, such as the television. Ensure there's adequate lighting and ventilation, a comfortable chair and appropriate desk.

3 Set a timetable

With a timetable you can plan to cover all your subjects in an organised way, allotting the appropriate time for each without becoming overwhelmed.

4 Look after yourself

Drink plenty of fluids, especially water, and eat healthy foods. Keep sugary foods to a minimum. Make sure you get enough sleep each night. Regular physical exercise makes you feel great, boosts your energy and helps you relax. So try to keep up regular sporting activities or at least fit in some regular exercise as often as you can.

5 Reward yourself for studying

Watch your favourite television program, spend time with your friends, walk to the park and play sport throughout the week. Take a break. (All work and no play...makes you very tired!)

6 Have variety in your study program

Study different subjects each day and do different types of work and revision in each study session.

7 Avoid interrupting your concentration

Have all the appropriate materials with you before you start a session of study to minimise distractions.

8 Test yourself on what you have studied

Ask your parents or family members to quiz you on what you have learned, use draft questions from books, past assessments or major exam papers.

9 Don't panic at exam time

If you have followed a study routine and have been revising your class work, there should be no need to worry. Try to keep yourself calm, positive and confident.

10 Ask your teachers for guidance

Especially if you're having trouble - whether it's grasping a new concept or understanding something you learned earlier in the year. They will be happy to help.



(Please note: Information here has been adapted from the Department of Health and Training NSW).