



# Successful Study 2023



The Catlins Area  
School

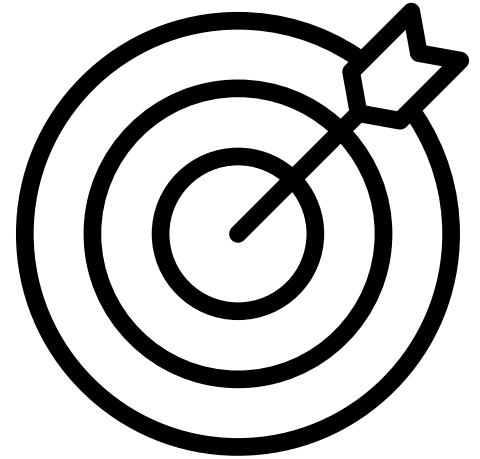
# KEY STEPS

- SMART goals
- Environment
- Time management
- Memory
- Exam techniques
- Other useful resources

There's no one way to study - find the method which works best for you.



# SMART GOALS



Goals are a great way to help you stay focused.

A SMART goal is:

Specific (eg, get merit in my biology exam)

Measurable (so you know if you've met your goal)

Achievable (be aspirational but keep it realistic)

Relevant (meaningful to you)

Timely (done to a deadline)

## WHAT IS YOUR GOAL?

### CHECK IT

Specific details so you know what you are aiming for

Measurable so you know if you achieve your goal

Achievable so that it is realistic

Relevant so it's worthwhile

Timely so it has a finish date

# PLANNING FOR SUCCESS

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

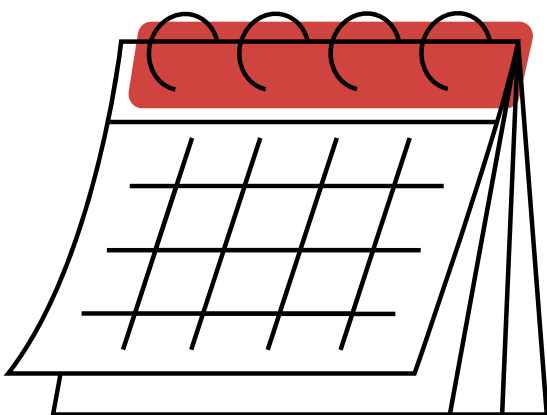
Divide larger tasks into smaller achievable tasks

Include time for relaxation

Review your goals

Use spare 'bits' of time

Make daily / weekly 'to do' lists



# 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

Be specific

Have small achievable goals for the chunks of work you will study

## Weekly Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6 – 7 am							
7 – 8							
8 – 9							
9 – 10							
10 – 11							
11 – 12							
12 – 1 pm							
1 – 2							
2 – 3							
3 – 4							
4 – 5							
5 – 6							
6 – 7							
7 – 8							
8 – 9							
9 – 10							
10 – 11							

# Term 3 Long Term Plan

Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
9 11/09 - 7/09							
10 18/09 - 24/09					End term		
Holidays 25/09 - 1/10							
Holidays 2/10-8/10							

## School Exam Timetable

	Tuesday 10 October	Wednesday 11 October	Thursday 12 October	Friday 13 October
AM 9-12	L1 Science L2 Chemistry 9-10:30 9/10 Maths	L1 Agriculture & Horticulture L1 Geography L3 Statistics L2 Geography	L1 Maths L3 Chemistry L2 History L2 Physics	11-13 Art  9-11 9-10 Science
PM 1-4	2-3 9/10 English	L2 Biology L3 Biology	L2 Maths L1 Biology 11-13 Art	L1 English L2 English

# Term 4 Long Term Plan

Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1 9/10 – 15/10		School exams start			School exams finish		
2 16/10- 22/10							
3 23/10- 29/10	Labour Day			Swimming sports			
4 30/10-5/11					Last day for seniors		
5 6/11-12/11	NCEA exams start						
6 13/11- 19/11							
7 20/11- 26/11							
8 27/11- 20/11				Last day NCEA exams			

# YOUR STUDY SPACE

Circle the words which apply to your study space

good lighting

comfortable

water

comfortable

organised

quiet

free from distractions

pleasing colours

table or desk

food

study materials

brain music

airy

Three ways I can improve my study space are:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_





# YOUR WELLBEING

As well as helping your wellbeing, study breaks can help you study smarter. Make your breaks purposeful, and energising - social media doesn't count!

- Reconnect with nature
- Meditate (listen to an online guided meditation)
- Take a walk
- Take a 15- to 20-minute power nap
- Take a shower
- Practice deep breathing
- Tidy up / organize your workspace
- Listen to music
- Stretch – chances are your body is tense from sitting in the same position for hours on end, so take some time to stretch your neck, your back, your arms, and wrist.
- Chat with a friend
- Cook a healthy meal or have a healthy snack
- Laugh!
- Express yourself through creativity – draw, doodle, color, etc.
- Dance



## 5-MINUTE STRESS BUSTERS:

- Deep breathing: Take slow, deep breaths through your nose – filling up your whole chest – and exhale slowly through your mouth. Try to make your exhale longer than your inhale.
- Progressive muscle relaxation: Starting with your toes and working your way up to your head, slowly tighten ... hold ... and then relax your muscle groups (feet, legs, buttocks, abdomen, shoulders, arms, hands, face).
- Mini-meditation: Even 2-5 minutes of meditation can calm your mind and help you feel more focused and relaxed.
- Visualisation: Mentally rehearse a task you want to master. Imagine yourself acing the task (taking an exam, having an important conversation). Now, focus on how your success feels (excited, relieved, satisfied, smart). Re-visit this feeling often.
- Change of scenery: Get up and take a short walk.
- Let it out: Laugh with a friend. Do 20 jumping jacks. Put on your favorite song and sing or dance.
- <https://health.cornell.edu/about/news/study-breaks-stress-busters>

# MEMORISING TRICKS

## Get a good night's sleep

Sleep protects your brain from losing memories and helps you retrieve memories better.

## Exercise

Exercise triggers new connections in the area in the brain believed to be critical for memory.

## Eat Healthy

Diets rich in vegetables, fruit and healthy unsaturated fats (such as nuts, seafood) have been linked to improved memory.

## Use Mnemonics

Mnemonics help you quickly remember words or phrases. For example, to remember the order of the planets orbiting the sun: My Very Educated Mother Just Served Us Nine Pizzas (where the first letter of each word stands for Mercury, Venus, Earth, Mars, Jupiter, Saturn, Uranus, Neptune, and Pluto).

## Chunking

Grouping information into smaller sets can hack the limits of our working memory. You can chunk by grouping items, finding patterns in them, and organizing the items.

## Use spaced repetition

If you want to remember something for the long term, such as vocabulary or facts, the most efficient way to learn that material is spaced repetition. Use flashcards to help you!

## Share your learning

The best way to learn something is to teach it to someone else!

## Test yourself!

Pull out old exam papers and have a go at completing them without looking at the marking schedules.

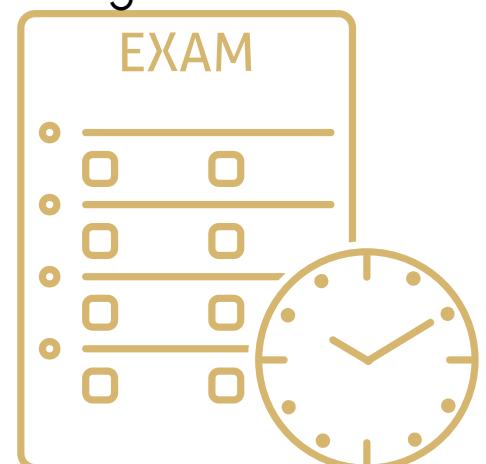
## Hand-write - not type

You're more likely to remember notes you write by hand than those you type. When you're writing by hand your brain is more active and pays attention to what you are doing.



# EXAMS

- 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!



1

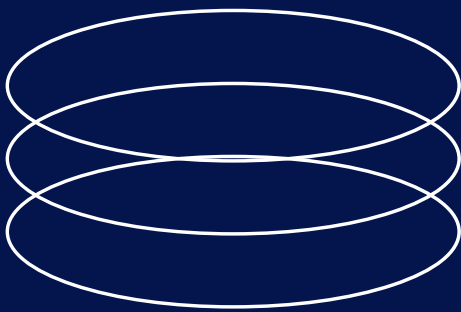
## StudyIt

<https://www.studyit.govt.nz/>

---

StudyIt provides NCEA information and guidance in Maths, English and the Sciences. It includes information about standards and subject content, as well as a chance to connect with teachers.

# OTHER USEFUL RESOURCES



2

## NZQA

<https://www.nzqa.govt.nz/>

---

jNZQA is an essential source of exam papers, exemplars, marking schedules and assessor reports. It's a public site so feel free to use it as often as you need!