GOOD STUDY HABITS

1 Study in Short, Frequent Sessions.

It has been proven that short bursts of concentration repeated frequently are much more effective than one long session. So, even if you only have 10 minutes, DO IT. Take a break. Then study another 10 minutes. This "distributed learning" approach is highly efficient because it honours the way the brain likes to work. The brain needs recovery and recharging time for "protein synthesis." The rest periods are when your brain assimilates your effort. To sit and study for hours and hours is not only boring, it creates fatigue, stress, and distraction. You cannot learn if you are fatigued, stressed, and distracted!

2 Take Guilt-Free Days of Rest.

This follows the same principle as above, but on a longer, daily time cycle. The reason for resting is to refresh oneself. However, if you feel guilty ("I really should be studying") then your precious rest period has been used to create more stress. The brain will not absorb new data if it is stressed. On days off from studying, really enjoy yourself and do not feel bad about not studying.

3 Honor Your Emotional State.

Do not study if you are tired, angry, distracted, or in a hurry. When the brain is relaxed, it is like a sponge and it naturally absorbs data without effort. If you are emotionally stressed, your brain literally repels data. Forcing yourself to sit and study when your mind is on other things is a complete waste of time!

4 Review the Same Day.

When you learn something new, try to go over the points the same day. If you wait a few days and then make efforts to review the material, it will seem much less familiar. However, a quick review later in the day will tend to cement the information into your brain so that the next "official" study session, you will recognize it and it will seem easy.

5 Observe the Natural Learning Sequence.

Think of the activities you did when you were in pre-school. Using your whole arm, you probably performed the song that goes: "Put your right hand in, Put your right hand out." Then, in kindergarten, using your hand, you might have been asked to draw lines or circles with crayons. Later, in grade one, now holding the pencil with your fingers, you drew smaller lines and circles to create letters. Believe it or not, this natural learning sequence, moving from large to small, coarse to fine, still remains effective even though we are now older. When you study, if you try first to grasp the big picture and then fill in the details, you often have a more likely chance of success.

6 Use Exaggeration.

Why does a baseball batter warm up by swinging two or three bats? Why do runners sometimes strap lead weights to their legs? In both cases, exaggeration during practice makes the final result seem easy. This concept can be applied to studying anything. For example, if you are studying spelling, exaggerate the sound of the letters to help to

remember them. So for studying purposes, "naive" would be pronounced "NAY-IVY." By getting used to this exaggerated pronunciation, the correct spelling seems obvious.

7 Prepare Your Study Environment.

If you require certain elements in your environment to help you study, try to always make these a priority. For example, do you need special lighting, silence, music, privacy, available snacks, etc.? Pay attention to what works for you and repeat it each time you study for best success.

8 Respect "Brain Fade."

It is normal for the brain to have an attrition rate and to forget things. This does not mean that you are stupid! Instead of getting mad about this fact, you should expect it and deal with it accordingly. See your brain as depositing layers of knowledge. As you place more information on top, the lower levels become older and less available to your immediate recall. The trick here is simply to review. Since we can anticipate the eventual fading of our memory, creating a review aspect to our study session will solve the problem. Once every two or three study sessions, simply review older material that you will be still needing to remember. Often, a quick overview is sufficient. Sometimes, a complete detailed study session of the older material is required. "Brain fade" is completely normal. (Unless you are gifted with a photographic memory, which is extremely rare.)

9 Create a Study Routine.

Generally, if you schedule certain times of the day to study, you will get into a routine and accomplish more. If you just "fit it in" during your day, chances are that there will never be any time. An effective way to do this is to literally mark it down on your calendar as if you have an appointment, like going to the doctor. For example: "Tuesday 3-4:30 P.M. — Study."

10 Set Reasonable Goals.

One of the main reasons people do not reach their goals is because they set them too low. If you set goals that are challenging but yet manageable, you get in the habit of accomplishing them. Also, recognize the difference between long-term and short-term goals. Set your vision on the long-term dream, but your day-to-day activity should be focused exclusively on the short-term, enabling steps.

Ten Tips - Exam techniques

Tests and exams are a regular part of the school environment. It is important that exams be kept in proportion - they are important, but not the end of the world. Some things can be done to make exams a more valuable, worthwhile and less threatening experience for students.

1. **Have all necessary material with you**
   You can't borrow items such as pens, pencils, rulers or special equipment while in an examination.
2. **Have a relaxing night before your exams**
   Have an early night, and try to have a healthy breakfast.
3. **Read the entire paper.**
   Where you have choices, decide which ones you plan to answer.
4. **Plan your time**.
   Spend some time drafting a plan for the questions you choose to answer.
5. **Jot down ideas as they come to you.**
   While you are answering one question, information about another may suddenly occur to you. Jot it down somewhere because when you come to that question perhaps an hour later, you may have forgotten it.
6. **Don't leave any questions unanswered.**
   If you are short of time, use note form. Remember, you can only be marked on the answers you give.
7. **Never leave the room early.**
   If you have time at the end, go over your work, add information (eg in the margin). You can't return if you suddenly remember a fact after you have left.
8. **Do not spend too long on multiple choice questions.**
   With multiple choice questions it is best to cover the answers and work out your own before looking at the choices on paper. If you can't answer the question come back to it later - have a guess.
9. **Never omit an entire question.**
   No matter how well you answer other questions, you must leave time for all questions - a perfect answer can still only earn a certain number of marks. If you write nothing, you can't receive any marks and you have lost all your marks for a particular question. Write something - it may at least give you a few points.
10. **Maintain a stable energy level.**
    Eating foods such as chocolate bars before an exam might give you an energy boost to begin with but your blood sugar levels will drop within an hour and your energy will plunge dramatically, making it hard for you to concentrate.