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Meta Matters Tips for Students

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Ten Top Tips for Revision and Exam Survival

We all know that exams and the build up to them can be a challenging time for most and truly stressful for others. Learning is easier, faster and more fun if you know *how* to revise and survive the exam period! Here are some simple and easy to follow ideas that help you.

Tip 1: Get organised! Start NOW!

In a recent survey of 17 year old students, we asked for their advice to other students. **100% suggested that being more organised is essential to easier revision and exam survival.**

Get files and folders organised into topics

Break topics down into sub sections

Make a 'To do' list

When making a revision list, start with the things that you know you don't know!



Tip 2 Manage you Time to maintain 'Work-Life Balance'

Manage your time in a way that maintains some balance, and your sanity! Put things onto your time management grid that are important to you. And the things that are immovable. For example, sports activities, part-time work. Notice how much time there is left that is your time to 'manage for revision'. These blocks of time are where you will focus your attention for efficient revision and college/school work. Go back to your list of topics and start to add them into the grid. If you have too little time for revision, you may need to temporarily reduce other activities: but do not get rid of them totally. Relaxation and exercise are important for you.

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Drink water	Tip 6
Tick things off your lists	Tip 7

And then.....

Tip 8 Ask for Help

Tip 9 Sleep Well

Tip 10 BREATH

Time	M	T	W	Th	F	S	Su
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900							
1000							
1100							
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Tip 3 Work smart



Short, sharp energised sessions work your brain more effectively. So know exactly what you want to achieve in each session.

25 minutes with a 5 minutes 'brain break' works well for most people.

At the start of every study session (homework, coursework or revision), set out your targets and timescales.

Make a list or a mind map of what you plan to do and by when.

Keep watching the clock: work against the clock with a clear aim for the time slots. Make yourself rise to the challenge of the competition and enjoy knowing that each session you are closer to your goals

Take regular, disciplined breaks, making sure you stay focused to return to



Tip 4 Get active in your learning

Engage the Visual, the Auditory and the Kinaesthetic systems: See, hear, do and feel.

- ⇒ Draw mind maps
- ⇒ Make lists, add images that make things memorable
- ⇒ Use posters, colour, index cards, post it notes
- ⇒ Focus on key words, ideas, make up questions and talk out loud, stand up and walk around as you make pictures in your mind of the information you need to remember
- ⇒ Write, cover, say it out loud, check
- ⇒ Walk around as you visualise the information and say it out loud
- ⇒ Play feel good music, if it helps—or a quiet space works best for some people
- ⇒
- ⇒



Just 'reading through notes' for hours on end is not the best use of your time! It's boring and you are in danger of switching off at a time you need to be really switched on!

Tip 5 **Reward yourself**

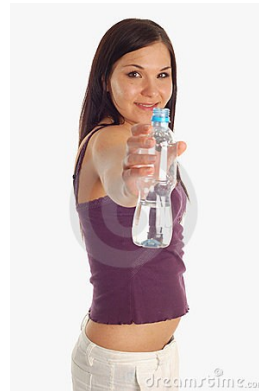


Motivate yourself with mini rewards. “When I finish this topic, I’ll have a chocolate and a coffee..” Link this to your plan.

Get family/friends to support you if this helps too. It might be that you plan a chat or get someone to make you a snack in your planned break.

Tip 6 **Drink Water**

Water feeds your brain. It helps you stay focused, and alert. Remember to keep your water levels up!



Tip 7 **Tick things off your ‘to do’ list**



Tick things off your lists and mind maps – so you can see your achievements and monitor your progress

Tip 8 **Ask for Help, Involve others**

Ask for help and advice from your teachers, friends, family and peer mentors.

Teaching something to someone else, helps you to embed your learning.

Talking through your mindmaps, getting them to ask you questions reinforces your confidence and memory.

Tip 9 **Sleep well**

Get enough sleep the night before your exam ... it will do you more good than all night cramming

And finally..... Enjoy the exams as you remember BREATH...



Inspire Empower
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Matrix Essential Training
alliance Ltd
55 Watleys End Road
Winterbourne
Bristol
BS36 1PH

www.meta-training.org.uk

For full details of our courses and resources visit our website or call to discuss your requirements

+44(0)1454 776929

We look forward to hearing from you soon

'images: www.freeimages.co.uk'

For further information and training that involves students and their tutors, go to Course Outlines on the website www.meta-training.co.uk

Get Ready for Success: Students and Tutors Together

Tip 10 Exam Survival

BREATH

It is entirely natural to feel a little nervous about examinations or tests. All this means is that you are taking your upcoming exams seriously and they are important to you. The adrenalin that is released with anxiety is quite good as it puts you in peak performance and can keep you alert and on the ball. If this nervousness spills over into anxiety then it can be more troublesome and stop you from performing at your best so you need to be in charge of it rather than it being in charge of you!

So here is an easy guide to taking control of your exam nerves.

BREATH

B Breathing is good for you! Simply stop for a moment and take three really good deep breaths now. Notice that if you focus on the breath it calms you down and helps you to relax. Do this at any time when you feel your thoughts are running away with you and just take that moment for yourself.

R Relaxation is a skill you can learn easily. Buy a relaxation CD and listen to it regularly. Try meditation, yoga or self hypnosis. All are easy to learn. Whenever you feel stressed out just thinking of the CD or the practice you have done will take you back to that calm relaxed state.

E Eat well. Junk food may be easy and comforting but it will not feed your brain at this important time. The 5 a day rule on fruit and vegetables, some good quality protein and slow release carbohydrates will really help you and can provide comfort and pleasure. Eat regularly and especially before the exam

A Activity helps your brain to work well and really helps you to relax. Take any exercise you like and maybe do something different. How about dancing or Tai Chi or a good long walk? 20 minutes of any kind of exercise leaves you with a feeling of relaxed alertness and wellbeing.

T Treat yourself. When you have had a session revising make sure you take some time out for yourself. This is just the time to have that chocolate bar or watch your favourite programme or spend time with friends. Make sure that your friends don't add to your stress level by talking excessively about how worried they are! This is time for you and time for fun. Get away from the pressures.

H Humour is the best medicine. Make yourself laugh, watch a stand up comedian, phone a friend and ask them to tell you a funny story. Daydream about the last time you laughed at

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