

STUDY SKILLS

STRATEGIES FOR SUCCESS

A strategy involves using a plan of action to achieve a certain goal.

To achieve success you need to use a variety of strategies, such as the ones listed below.

Discuss them with your parents or a teacher.



STRATEGY 1 - Listen Carefully

- In the Classroom, concentrate on what is being said and ignore other distractions.
- Ask questions if something is not clear.
- Focus should be to learn concepts in the class itself.



STRATEGY 2 - Make Smart Notes

- When you take down notes, see to it that you record key-words in your memory note-book. This will help you learn answers fairly quickly.
- When learning at home, write down only important facts and idea and try to correlate them to familiar things, important dates, colors etc.
- Number the major points in a chronological order.



STRATEGY 3 - Choose the right place to study

- Try to do your work in the same quiet place.
- Ensure that your work place is well lit to avoid tiring your eyes.
- Keep your work space tidy and use a firm chair.



STRATEGY 4 - Be Disciplined and Curious

- Make it a habit to do things in a timely manner.
- Refer additional books to get in-depth knowledge on any subject. This will give you a competitive edge.
- Enroll at the local or central library to do quality study.



STRATEGY 5 - Revise Effectively

- A time-table for revision should be made and followed religiously.
- Revise in short bursts; stop when your mind begins to wander.
- Write important points while studying, it helps you memorize and retain better.
Just reading will not be so effective.



Each student is different from the other, in the way he/she works and plans things. In the opinion of experts, all that we achieve in life depends upon the manner in which each task is done and how TIME is managed.

MANAGING TIME IN THE CLASSROOM

- Keep books ready before start of any lecture.
- Always have the Diary ready to note down details of important Home-Work/Tests/Exams/Projects.
- Listen to the lecture attentively.
- Underline or write important points in the text book while the teacher is explaining.
- Take down notes as soon as the teacher starts writing on the blackboard.



MANAGING TIME AT HOME

- As soon as you reach home, freshen-up and have a snack.
- Relax or play for a few minutes (30- 45minutes).
- Prioritize the work to be done. (Check your Diary for Tasks that are coming due.)
- Do these tasks in session of 45 minutes each and take a 15 minutes break before you start another session.
- Choose the most difficult subject first.
- Tick-off and Date-mark tasks that are accomplished.
- Re-schedule tasks that are left incomplete.
- Reflect regularly on your productivity and the amount of time spent.

