



# Top Tips

## For Effective Revision

### **Make a plan**

Being organised can reduce exam stress and help you make the best use of your time. The first step to effective revision is to make a plan.

Make sure you use the template provided!



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### **Assemble your toolkit**

When exams approach, you may keep putting things off. Gather everything you may want now to avoid delays when your need for a stapler, paperclip or purple pen overtakes your ability to do anything else. Get all your files and books together, and make sure you're stocked up with basic supplies that you think you might need!



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### **Divide your day into chunks**

20 minutes, half an hour, two hours...divide your day into pockets of time that work for you. Mixing things up can also help create a sense of pace – try an hour session, followed by two shorter ones to stop you getting sluggish. And it's a great way to tackle tasks you tend to put off. Set the clock ticking, even for a short while, and really get to grips with a tricky subject. The results can be surprisingly satisfying.



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### Plan your day around your most productive times

Are you an early bird or a night owl? You may be most alert in the morning or work better in the evenings. Tackle difficult topics at the most effective point of **your** day. Recognise and respond to your slump times – if you find it hard to get going after lunch, create a sense of progress with a series of shorter blocks in the early afternoon.

**RAISE YOUR STANDARDS**   
*and the universe will meet you there!*



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### Manage your distractions

Everyone has them – those little temptations that suck you in and take up oodles of time. The secret is to build your routine around your distractions. Set fixed times to check your phone or social media accounts and stay offline when you're working. If you find yourself strangely drawn to a particular daytime TV programme (which loses its appeal once exams are over!) then plan your break time to fit.



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### Shake things up

Use a range of learning styles. Try making notes using headings and bullet points or draw diagrams and charts. Some people find it helps to create revision cards or use visual cues such as posters or post-its. Reading your notes out loud or making an audio recording which you can play back can also improve your memory power.

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### Consider where you study

Find somewhere comfortable, light and distraction-free where you can study. Sometimes a change of scene can boost concentration. Try spending the morning in the library, or working in a different room at home. But you may find it more effective to study in a set place. Experiment and see what works for you.

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### Think quality not quantity

It's not the amount of time you spend studying that counts, it's how you use it. Don't waste time pretending to revise. Far better to spend three focused hours working and an hour meeting a friend, than to be glued to your desk for four hours straight with very little to show for it. You still need to put the hours in, but spending them wisely and planning some proper breaks makes for more effective revision.

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### **Review your progress**

It's important to review your revision plan to ensure you're making the most of your time. You may find a topic more tricky than you thought and need more study time or find you have finished a topic with time to spare. If you fall behind, you can't do four weeks of revision in two weeks, so prioritise whatever time you have. Ticking things off as you go or setting mini-goals and rewarding yourself when you've finished can also help you stay motivated.

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### **Avoid burnout**

Pacing yourself is important – you can't revise effectively 24 hours a day, seven days a week so breaks and rest periods are essential to staying the course. Giving your mind a well-earned rest and spending time doing something you enjoy can make a real difference when you return to revising.

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