

### How organised are you?

The following is a list of key items regarding the way you organise your study. Read down through the tips offered by students who achieved their goals and got the results they wanted.

For each item, decide how it applies to the way you currently study. If it does, mark the box on the left - indicating that this contributes to your study success. If not, mark the box on the right, indicating that this is moving you away from your study goals.

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**I used a Timetable:** It is vital that you draw up a timetable at the beginning of each week. Remember that the purpose of the timetable is to make your life easier. It will help you get more organised and take control, which in turn will result in less stress.

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**I never neglected to include leisure time into weekly timetable:** Include your leisure activities into the timetable also. This will increase the chances of you sticking to the timetable you draw up.

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**I set myself precise learning goals:** It is strongly recommended that you spend time before you begin your study/homework session asking yourself 'what do I want to know at the end of working on this topic or question?'. Ask this for each topic/subject and write it down on a list before you start the session. Be as specific as possible on what you aim to know. This approach will give you focus and a sense of purpose.

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**I set time limits:** In your Leaving Cert. examination you will be expected to work against the clock. Your study should also involve working against the clock. Allocate a set time for each study topic or question. Your teachers will be able to suggest how much time is reasonable to study any given question.

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**Prioritise:** Subjects taken at Higher Level demand more time and carry more Leaving Cert. points than subjects taken at Pass level. The time you put into subjects taken at Honours Level should therefore be greater than the time given to your Pass Level subjects. Keep this in mind when drawing up your weekly and daily timetable.

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**I took frequent short breaks:** Educational Psychologists tell us that it is better to take frequent short breaks rather than infrequent long breaks. A 5-10 min break every 40 min is best for concentration and productive study. Try building this option into your timetable.

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**What actions can you now take to increase your study success?**