

Cut down the learning by cutting down your notes

STEP 1

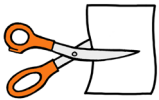


ASAP: As soon as possible after class, taking no more than 5 minutes:

ASK: What was the topic? Give it a heading.

DECIDE: What were the key points and things that helped me understand?

STEP 2



SUMMARISE: your notes onto 1 A4 page.

USE: → headings/sub-headings for order
→ short sentences.

If you find summarising hard, try to reduce the words by half. Repeat this process until you get good at cutting your notes down yet still keeping what is important.

STEP 3



24 HOURS LATER: Read over your summary.

If you don't understand something, then check it out in your full notes.

STEP 4

ONE WEEK LATER: Read over your summary notes again.

STEP 5

EVERY MONTH: until assessment time, read over your summary notes.

**THIS PROCESS HELPS YOU REMEMBER
UP TO 90% OF YOUR STUDY MATERIAL.**



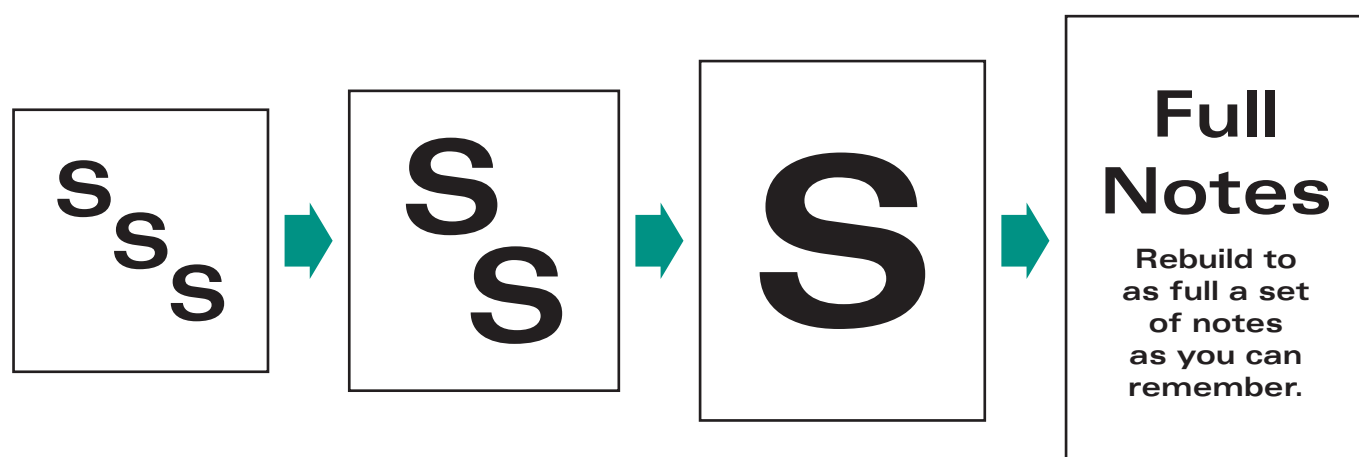
"Mow" your notes

Apply Steps 1 to 5 above to the notes you have been taking in class. Start with just one subject and then build up this routine so that you apply it to all your subjects.

Take the 3 S's approach to cutting down your notes



NEXT REBUILD FROM MEMORY



If you cannot remember:

- Go back to your original notes.
- Check.
- Then try again.



Summarise then rebuild your notes

1. Select a topic you have just learned.
2. Summarise your full notes to $\frac{1}{2}$ their size.
3. Summarise your $\frac{1}{2}$ notes to $\frac{1}{2}$ again.
4. Summarise your $\frac{1}{4}$ notes to $\frac{1}{2}$ again.
5. Rebuild your $\frac{1}{8}$ notes to $\frac{1}{4}$ then to $\frac{1}{2}$ then to full notes.

Rebuilding your notes



Studying for
Tests & Exams

STEP 1

List the key topics.

STEP 2

Write sub-headings under each topic.

STEP 3

Write a short sentence explaining each sub-topic.

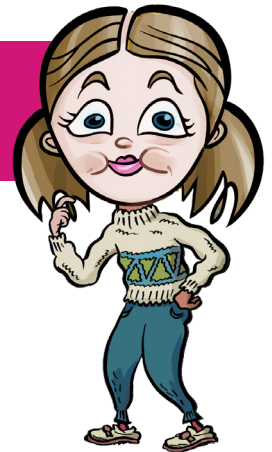
STEP 4

Write a paragraph explaining each topic.

STEP 5

Keep doubling your information until you have full notes.

Put in the work
Get the results



FROM MEMORY

1st time round

Have your notes handy to check as you take your SSS notes and try to rebuild them.

2nd time round

Use your memory to do each of the building steps. (Refer back to your full notes only when you really cannot remember.)

REPEAT THE BREAKING-DOWN AND BUILDING-UP STEPS

until you can remember every heading and point without looking at any of your notes.



You Try

Build a subject

1. Pick a subject.
2. List its key points, leaving a 5 cm blank space under each.
3. Write sub-headings under each topic. Leave a 1 cm space under each.
4. Write everything you can remember under each sub-heading.
5. Try again, but this time leave more space to fill in.

Make time to study with your own weekly study diary

STUDY IN THE MORNING

when you mind is freshest or at night when you're relaxed.

STUDY BEFORE YOU GO TO SLEEP, THEN SLEEP ON IT.

You'll remember more.

Week: _____														
Assessments Due (tick when done):				Assignments: <input type="checkbox"/>		Tests/Exams: <input type="checkbox"/>		Research: <input type="checkbox"/>						
	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
	Topic	Task	Topic	Task	Topic	Task	Topic	Task	Topic	Task	Topic	Task	Topic	Task
6-7 am														
7-8														
8-9														
9-10														
10-11														
11-12														
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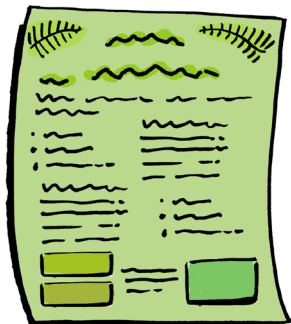
Draw up your study diary

1. Make copies of the Study Diary above or refine your own study diary template and photocopy sufficient copies for the term.
2. Number each diary page to represent the coming weeks in the term.
3. Block out times when you have commitments such as class, sport, time-out, sleep.
4. Try getting up earlier to allow time to study.
5. Allocate balanced portions of time to each subject, ensuring that you study each topic regularly over the week and (preferably) do a little each day on each subject.
6. Bind your study diary.

Advertise your study

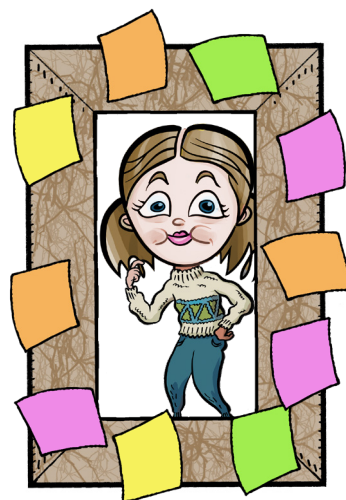
Increasing **RECALL** through **REPETITION** will help you **REMEMBER**

- Use **POSTERS** or **POST-IT NOTES** of summary notes



Make them
colourful.

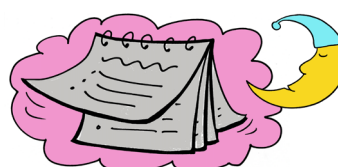
- Pin them around your room and home.
- Put them in a place where you look up. Doing this will help you remember.
- When you are in the exam room, think about where you pinned up the topic notes AND
- Recall what was on the cue cards/poster notes.



Stick them to
your mirror, door,
wall, ceiling,
loo door,
lawnmower.

- Display your **FLIP CHARTS**

- Change the view regularly. For example, dress in the morning in front of one chart.
- Change the chart to another as you're getting ready to go to bed at night.



THE MORE OFTEN YOU SEE IT, THE MORE YOU WILL REMEMBER IT.



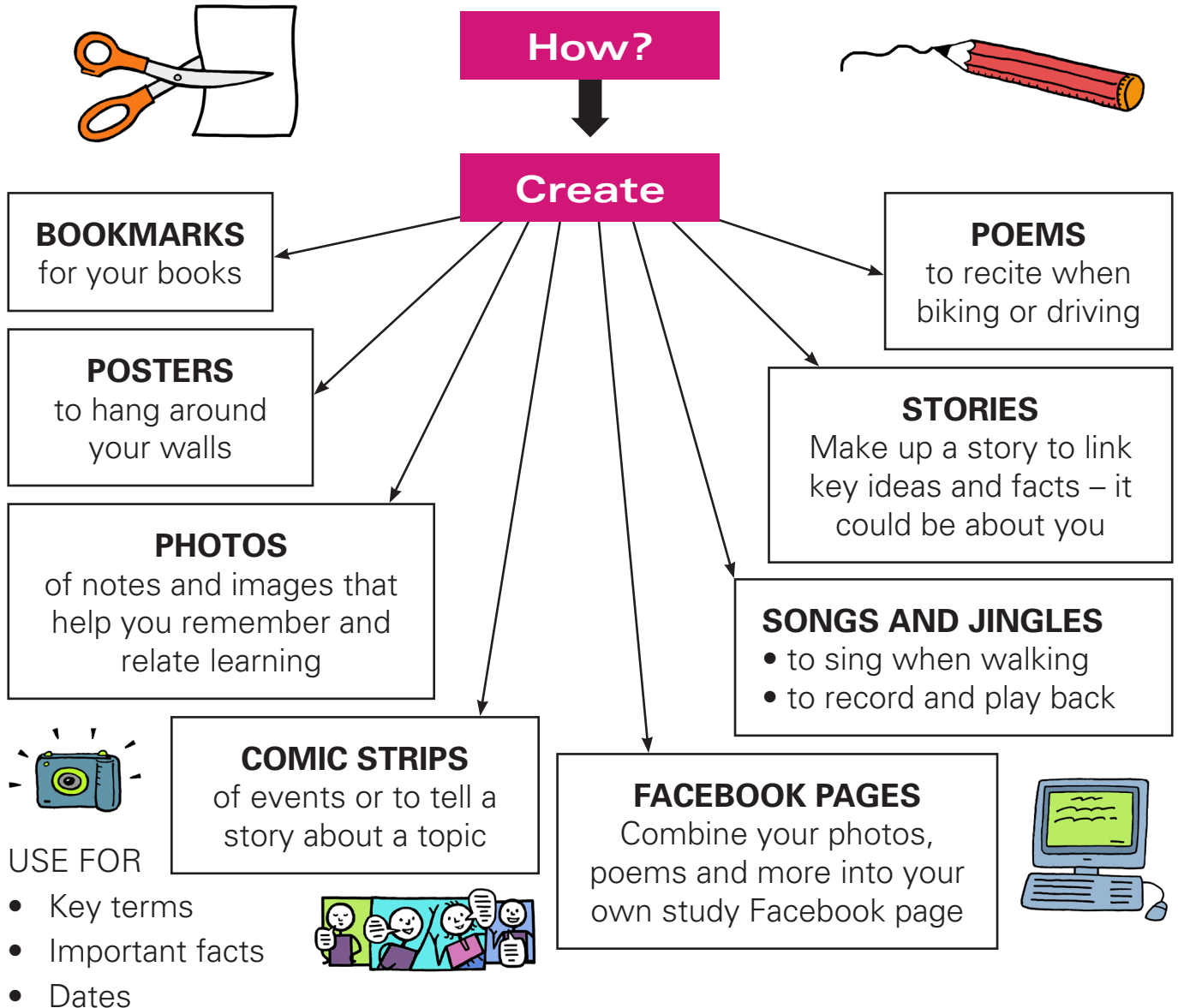
Help yourself remember

1. Draw up a plan of places where you can advertise your study notes.
2. Allocate subjects and topics to each place.
3. Make up some study poster advertisements, post-it notes and flip charts.

Examples:

- Chemistry terms
- Economic terms
- Capitals of the world.

Study when not studying



Make study easy and fun

1. Pick a subject for which you need to learn terms.
2. Use card or heavy paper to create one or more bookmarks that show the terms and their meanings.
3. Decorate the edges and background of the bookmarks.
4. Laminate if desired.
5. Place your bookmarks into your diary, textbooks and even novels. Each time you open the book, take a moment to check the information on the card.
6. REPEAT this exercise.
7. You could also make posters, rhymes and songs.

Fun ways to help you remember



Maths



Accounting



Science

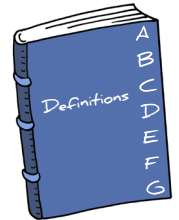
PEGS TO HANG YOUR LEARNING ON

Flip Charts that tell a story by leading from one point to the next.



Dictionaries of Terms that list definitions and their meanings.

An alphabetised notebook could be good for this, or type up the letters of the alphabet on sheets of paper and insert each new definition you come across.



Post-It Notes that record important points, dates and events.



Anagrams of key terms to learn. Make up words.

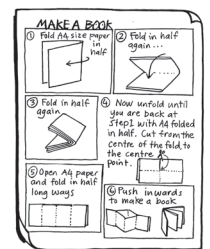
ADVERTISING aims to get:
Eat = Exposure
a = Attention
Carrot = Comprehension
Regularly = Retention

Mnemonics Take the first letter of each key word so that together they make a silly word or phrase that helps you remember.

Woodwind section of a symphony orchestra
C larinets
O boes
B asoons
C or(A)nglais
F lutes
S axophone
COB CABS

Drawings and photographs

Illustrate your notes with illustrations, photographs or even stick figures. We remember images better than we do words.



Great ways to easily remember

1. For each technique above, make a list of the subjects and topics that you could use that technique for.
2. Prepare study aids for 3 of the above techniques.
3. Examples:
 - Start a dictionary of economic terms.
 - Make a flip chart of the story of Shakespeare's Hamlet. You could even draw in the characters or dress up with your friends and photograph them.