Study steps

BE PREPARED:

- Use your diary.
  Write when the assignment is due and also write a reminder a few days before it’s due. The more you write in your diary, the more you will use it.

- Set a regular time.
  Decide on your best study time. Is it as soon as you get home? Or just after dinner? Once you have decided on a time- stick to it! BUT do not set aside too much time. If you finish the time and you are on a roll, you can always do a little more.

- Arrange a suitable place.
  You need a quiet place free of distraction to study. If such a place doesn’t exist in your home, consider using the library at TAFE.

- Get yourself a drink or something to eat if you want it, so that once you start there are no distractions.

REVIEW THE DAY’S WORK

- Get your books and folders out.
- Place the day’s notes in the right folders.
- Write down assignments and any other things to do.
- Prioritise those tasks. Any work that is overdue or has to be handed in the next day is obviously a high priority.

GET INTO IT!

- Start with the most urgent tasks.
- Take a short break every 30 to 45 mins. Get up and walk around but get back into after 5 mins.
- Vary the work you do. After you have worked on one subject for a while, start on another subject.