

Preparing to revise

- Make sure that you have:
 - notes
 - textbooks
 - course notes
 - past tests
 - a dictionary, a thesaurus
 - a drink or something to nibble while you study
 - folders
 - dividers
 - highlighters
 - coloured pens or pencils
 - index cards
 - calm, quiet environment
- **Organise** and **update** your notes throughout the year
- Spend one evening organising, tidying up your books and checking what is missing from your notes
- You must have everything before you start; **revision is about revising, not learning.**
- Use a **revision timetable** to structure your revision
- Fill in your own study times at the times which are best for you, **do not intend to study all day**
- **Schedule breaks** for fun, food, relaxation and exercise ... but not all at once
- **Too much work** can be as **unproductive** as too little work
- Try to give each subject **equal time**
- Do **difficult tasks** at times when you are most productive
- Don't try to do all the hardest topics at once. Spread them around evenly with the easier ones.
- **Be realistic** - don't plan a schedule you can't manage
- **Be disciplined** - stick to what you say you will do
- **Be flexible** - you never know when an emergency will crop up
- Leave time at end of revision session for **reviewing** what you have done and what you must still do
- **Reward yourself** when you achieve goals or targets