

Resource 1 (Activity 1)

Making An Action Plan

1. Identify the Target/Goal.

What exactly do you want?

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2. Prioritise the Activities.

What is most important?

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3. Time Management.

Do you have enough time to do this? When are you going to do this?

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4. Set Success Criteria.

How will you know that you have been successful? What will have happened? What will you have achieved?

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5. Steps to Achieve My Target/Goal.

How are you going to do this? (This will probably need to be broken down further into steps to take, on another sheet. Just write your main ideas here.)

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6. Monitor and evaluate.

Did it work? What would need to change to improve things next time?

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Resource 2 (Activity 1) Tips On Studying Effectively

Breaking down lots of information so it is easier to remember

- Before starting, write out some questions that you want to answer and then write the answers as you find them in the text.
- Look for key words, and highlight them as you read.
- Look at any pictures or diagrams accompanying the text to see if they give you information that you need.
- Put each key point onto a separate card - it's easier to learn from small chunks of information rather than one long passage. Carry the cards around and look at them whenever you have a spare minute.

Using rhymes, acronyms and music

- Make phrases where the first letter of each word is the same as the list of things you need to remember, e.g., 'My Very Energetic Mother Jumps Superbly Under No Pressure' for the order of the planets. Make it personal - it's easier to remember.
- Use an acronym. For example, SPECS is an acronym for the five aspects of health.
- Put information you need to remember to the tune of a song.

Mind Maps and Diagrams

- Mind maps present all the information you need in a spider diagram format. Use pictures and key words to represent the information.
- If you don't like reading, use diagrams as much as possible.

Games and Quizzes

- The Internet has many games to help you learn. Simply put the main subject into a search engine and see what comes up. You can also find tips on study and revision techniques.
- When reading, write a list of questions that are answered in the text. Afterwards, see if you can answer them.