

Good Study Skills Guide

- All students are different and are motivated in different ways. So find a technique and strategy which works best for you.
- Always have a positive mind set.
- Learn to manage your time well, prioritise the most important task first.
- Study in place where there are no distractions.
- Be prepared and focused for the task at hand. Bring everything you require with you. E.g. exam papers, resources and pens.
- Make a schedule and try your best to stick to it.
- Being organised will assist you in being successful.
- Break your work down into small manageable sections- this way it is less overwhelming.
- Doing one hour a day is more productive and useful than last minute cramming.
- Think about when it is a good time for you to study. E.g., when are most alert and focused.
- Remember it is not wrong or a failing; if you do not understand or have a lack of knowledge in a particular subject area. Learning does not have to stop. You just need to find a solution or a method to acquire the knowledge.
- Look for a solution to your problem. E.g. if you do not understand the question: re-read it, ask a teacher, a friend or research it on the internet.
- Make sure you extract only the relevant information for your assignment. You do not need to write down everything. It is a waste of time!
- When taking notes highlight the relevant text it makes it easier to visualise.
- Outline and rewrite class notes to check you have understood them.
- Take regular breaks.
- Before a lesson be prepared make sure you have done all homework and necessary revision. Preparation is the key to all achievement!

Note well - If you did not do well on a task; do not dwell on the grade- rather, think what I can do to improve it for next time? Read the teacher's feedback and make the relevant changes.

Finally - Do not compare yourself to others. As individuals we rise and peak at different times.

Contact Details:-

Head teacher: Mr. Tim Body

Westfield Academy

Tolpits Lane

Watford

Hertfordshire

WD18 6NS

[01923 231 560](tel:01923231560)

admin@westfield.academy

[Contact us form](#)



