

# **SQA Study Guides**

## Time Management

Managing your time effectively can be a real challenge.

- It takes a fair bit of skill to free up the time you need to study.
- Try and create an efficient study plan and you're more likely to do well in your exams.



Making a study plan can really help you manage your time better.

- You'll know exactly what's expected of you at different times.
- It makes it easier to work through the topics that will give you the knowledge you need to pass your exams.

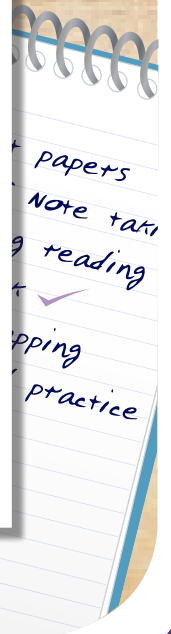


At the start of a study session, set yourself clear goals.

Ask yourself:

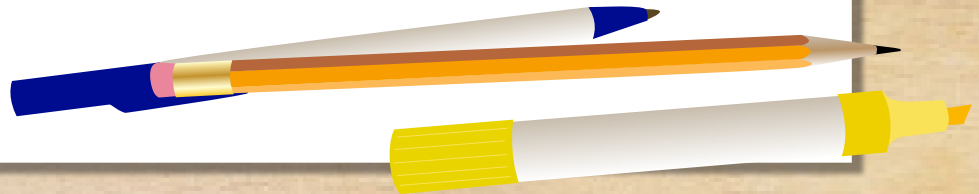
“What do I want to achieve today?”

- Make a short list of the tasks you want to complete.
- Tick each one off as you work your way through the list.
- It's an amazingly satisfying and effective way to get things done!



When you're making your study plan or creating a study session 'to-do' list, you need to set some priorities.

- What's most important?
- Don't be afraid to adjust priorities as you go on.
- What do you need to spend most time on?



Procrastination and it can really undermine your chances of exam success.

- It's so important to focus in the times you have set aside for study.
- Switch off the phone, close down your internet connection and concentrate on your studies.
- You'll have a better chance of really understanding the topics that will be covered in your exams.

