

Chapter 7

Smarter Organisation for Exam Success

Studying at school or college can sometimes feel quite overwhelming. You are being asked to do lots of tasks and activities and you also have a home life and a social life. How do you fit everything in?

The key to study and exam success is in being prepared and organised. Not only will you feel more in control, but also you will be more relaxed. This can really help with exam performance. Below are some helpful tips for being organised.

Planning your time

Tip 1: Prioritise – decide what is urgent or important and what is not

Sometimes it is easy to spend time doing things that are not important. You then run out of time for the things you really need to do! Spend time each day deciding which activities are urgent, which activities are important, which ones can wait and which ones really do not need completing at all. You can then focus on completing the most important activities first. Once all the important stuff is done, you can relax and enjoy doing the unimportant things.

ACTIVITY

Take a look at this list of tasks:



Revise for exam	Check social media	Buy ticket for cinema
Game on games consol	Find textbook for Friday	Message a friend
Pack bag for tomorrow	Watch TV	Finish homework

Download the tasks, cut them out and have a go at prioritising them by placing them in one of the four squares below. Answers are at the end of the chapter.

Priority grid

Urgent	Important
Can wait	Don't have to do

(Adapted from Covey's Time Management Matrix.)