



St Mary's  
University  
Twickenham  
London

# Study Smart Handbook

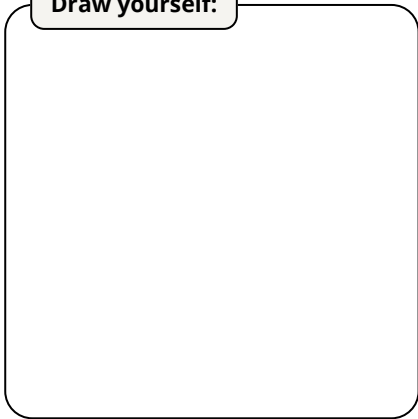
A guide to starting independent study

**Draw your own front cover!**



# About you

Draw yourself:



My Bio:

Name:

.....

Year Group:

.....

School:

.....

Future ambition:

.....

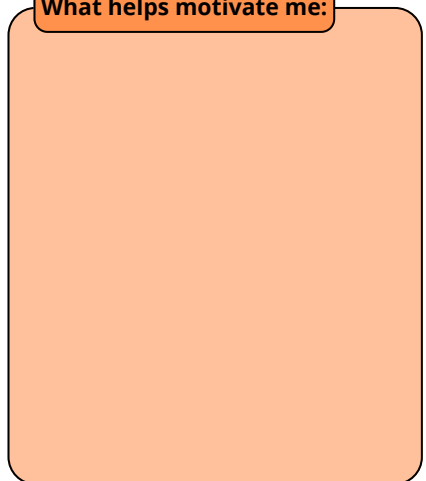
Subjects I am studying:



What helps me relax:



What helps motivate me:



My support network:





# The Pomodoro Technique



The Pomodoro technique aims to improve your focus on studying by breaking tasks up into smaller, more manageable chunks followed by a short break.

The steps of the Pomodoro technique are:

**1**

Study a topic for 25 minutes, using a timer to time.

**2**

Take a 5 minute break before starting another 25 minutes.

**3**

Repeat this four times total.

**4**

Take a longer break (15-30 minute) and repeat the process.

## Here is an **example**

GCSE Biology Example (Cells)



**BREAK**



**BREAK**



**BREAK**



Notes on the basics of cells

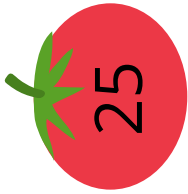
Notes on the types of cells

Notes on cell organelles

Summarise and make study cards

# The Pomodoro Technique

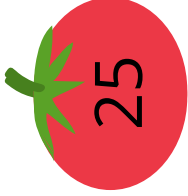
Try this for your own revision!



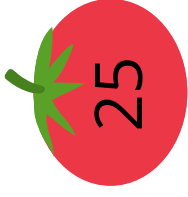
BREAK



BREAK



BREAK



Topics covered...

Topics covered...

Topics covered...

Topics covered...

Remember to take a longer break after four Pomodoro's!



# The Feynman Technique



The Feynman technique works by taking a complicated topic, **simplifying it down**, and teaching it to someone unfamiliar with the topic, such as a child, to identify how much you understand of the topic yourself. You repeat this method until you have a better understanding of the topic.

The steps whilst using the Feynman technique are:

- 1** Choose the topic you want to study and understand better.
- 2** Explain the topic to someone who is unfamiliar with it.
- 3** Identify the gaps in your understanding of the topic.
- 4** Restudy these gaps and explain the topic again.

You can repeat these steps until you have fully understood the topic. Also, the person you are explaining it to can be imaginary or yourself!

## How does this **work?**

People will often ask follow up questions to clarify their own understanding. If you can't answer why something is, it demonstrates a gap in your own knowledge.

# The Feynman Technique

Try this for your own revision!

Gaps after explaining once...

Gaps after explaining twice...



# Getting Things Done (GTD)



The Getting Things Done (GTD) study method works by taking everything you need to study and organising it in a way that reduces stress.

The steps whilst using the GTD method are:

- 1 Capture** all the topics on some paper or a digital list.
- 2 Clarify** the level of importance of each topic.
- 3 Organise** similar topics you can study together.
- 4 Review** your lists regularly to reflect study changes.
- 5 Engage** in the work you need to do and minimise distractions.

## Determining **important** topics

- Short topics should be actioned immediately.
- More urgent topics need to be completed first.
- Difficult topics should be prioritised over easier topics.

Topics that do not fit into these categories may wait until another day when you have more capacity!

# Getting things done (GTD)

Try this for your own revision!

List of all study topics here...	Topics I can study in less than ten minutes...	Topics I need to tackle first (the urgent list)...
Now sort into four lists...	Topics I am struggling with...	Everything else...



# More Revision and Time Management Techniques



## Two minute rule

As a general rule, if a task takes less than two minutes to do, do it immediately to save tasks building up!



Pick the worst task first and tackle it before any other. This will hopefully motivate you into the easier tasks.

## Eat that frog!

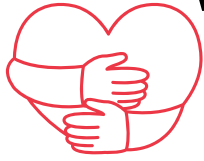
## The Blurting Method

Pick a topic you are studying and write down everything that comes to your mind on it. Next, look through an exam paper to see what you are missing. Study what you missed and repeat the process!



These are good for smaller chunks of information such as definitions, dates, or quotes that need memorising.

## Flashcards



# Well-being and support



It is important to look out for your well-being whilst you are studying and managing time around that.

- Take **regular breaks**. This prevents burnout and allows your mind to refresh itself.
- **Self - care** is important. Keep yourself hydrated, get plenty of sleep, exercise regularly, and eat healthily.
- Ask for **help** with subjects you are struggling with. This could be with teachers, family, or friends.
- **Keep going** when things get tough! You will never be the only one struggling with a particularly topic!

## Links to external support websites



[thestudentroom.co.uk/revision/](https://thestudentroom.co.uk/revision/)

Revision tips and advice from current and past GCSE students.



[youngminds.org.uk/young-person/coping-with-life/exam-stress/](https://youngminds.org.uk/young-person/coping-with-life/exam-stress/)

Tips on dealing with exam stress.



# Self - Care Bingo Sheet



Try to do at least five each time you study!

<p><b>Play a game</b></p> 	<p><b>Do some journaling</b></p> 	<p><b>Listen to some music</b></p> 	<p><b>Have a hot drink</b></p> 
<p><b>Drink some water</b></p> 	<p><b>Have a shower / bath</b></p> 	<p><b>Try cooking / baking</b></p> 	<p><b>Take a screen break</b></p> 
<p><b>Go for a walk</b></p> 	<p><b>Draw some doodles</b></p> 	<p><b>Take deep breaths</b></p> 	<p><b>Spend time outdoors</b></p> 
<p><b>Chat with someone</b></p> 	<p><b>Read a book (for fun)</b></p> 	<p><b>Have a snack</b></p> 	<p><b>Look up funny memes</b></p> 
<p><b>Watch something</b></p> 	<p><b>Tidy your room</b></p> 	<p><b>Fidget with something</b></p> 	<p><b>Do some exercise</b></p> 

# GOOD LUCK!!!

Use this back page to doodle!

