

How To Use **STUDYQUEST** *Classic*



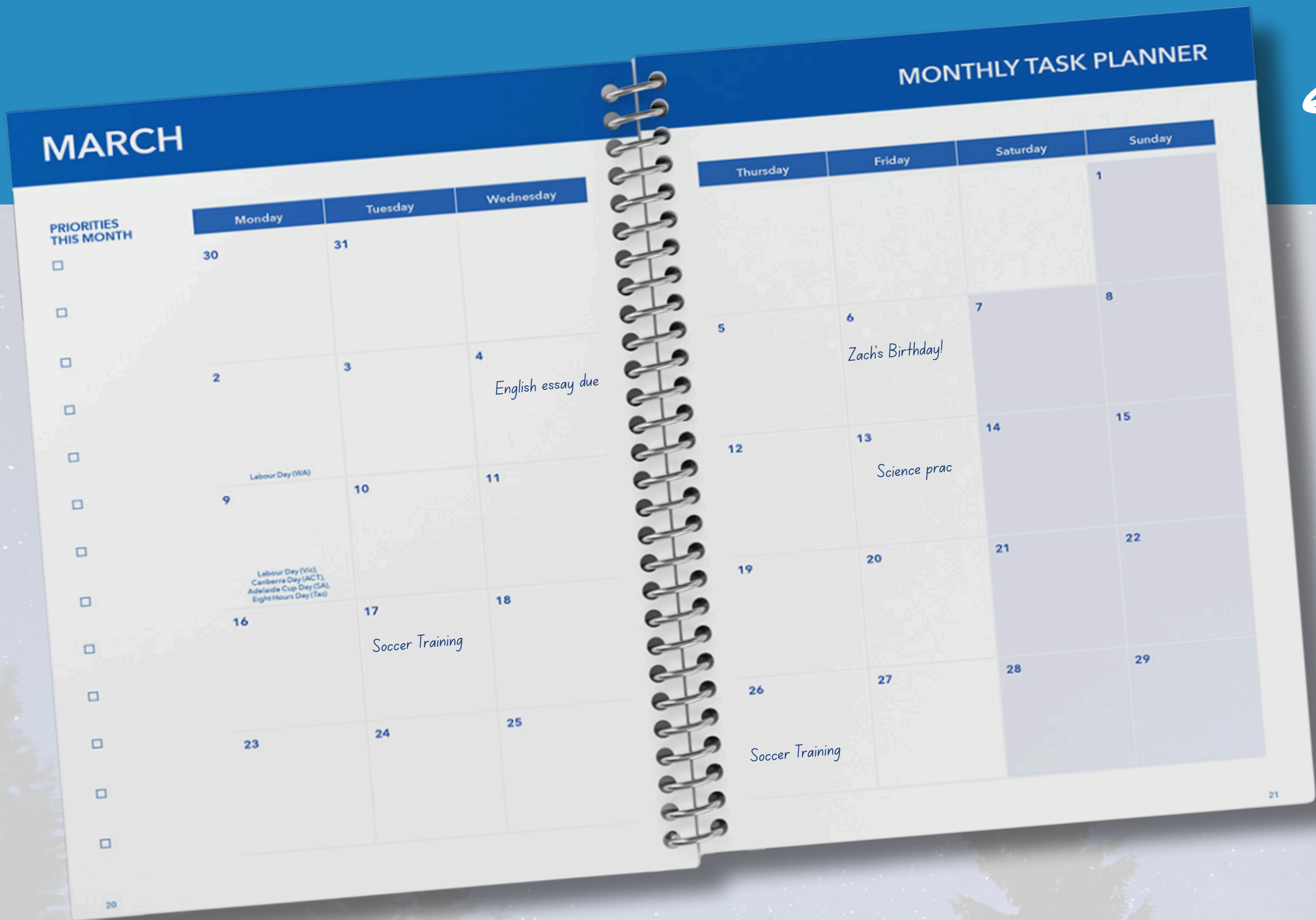
This diary is packed with tools to help students **plan** each week, stay **organised**, and prepare for **success**. The clean, clutter-free, no frills layout will allow total focus on learning and planning.

Why Use Paper Planners?

- Writing on paper helps to improve memory
- Planning on paper helps to maintain focus
- Writing things down helps us to prioritise tasks
- Diaries are a visual representation and record of our accomplishments
- Student diaries significantly increase our chances at academic and personal success



Use each Monthly Task Planner to see your entire month at a glance.



Jot down homework tasks, upcoming assignments, study sessions, and prepare for after school activities, all in one place



Articles to help you achieve your study goals



Getting Motivated

ACHIEVE SUCCESS IN THREE SIMPLE STEPS

STEP 1 - Recognise your beliefs, desires and values.
What is important to you? Make a list of all that comes to mind when you ask yourself this question. School, work, career paths and family are just some of the areas you should examine.

STEP 2 - List your strengths and weaknesses.
When making a list of all your strengths and weaknesses, be honest! Remember that your goals will take into account this list and there is no point in over-estimating your abilities as you will only disappoint yourself in the long run. Maintaining your motivation levels is highly dependent on the accuracy of your goals.

STEP 3 - Establish goals based on your desires, taking into account your strengths and weaknesses.
Now that you know your beliefs, desires, values, strengths and weaknesses, it is time to use that information to establish your goals!

Motivation allows you to take action to achieve your goals. It is a combination of your beliefs, desires and values. If you place great importance and value on something, you are more likely to be motivated to attain it.

GOAL SETTING

Be **SMART** about how you set goals in life. Make sure they are achievable and that you can stay on track so that you can succeed.

When setting your goals they must be:

- 1. Specific**
Make sure you have narrowed down your goals by asking yourself some simple questions, such as 'who, what, where, when, how, and why?'
- 2. Measurable**
Your goals must be measurable. For example, 'I would like to increase my average grade in Mathematics from a C to a B+ by the end of the year.'
- 3. Attainable**
Make sure you set goals that you can realistically achieve. This is where you will need to refer to the strengths and weaknesses you identified earlier and plan a course of action that is based around developing positive attitudes and skills, as well as establishing a time frame.
- 4. Relevant**
If circumstances change, you will need to be prepared to adjust your goal accordingly. If you are not flexible, you may not achieve your goal and in turn decrease your motivation levels.
- 5. Timely**
When setting a time frame, make sure you set a goal date so that your mind will kick into action as soon as possible. Saying, 'someday' won't make you believe that you will really accomplish your goal.

Six Steps for Study Efficiency

The following tips will help you develop effective study habits:

- 1. Find a good place to study**
You will need to set up a good study area, which will be free from distractions such as the television or radio. Try to establish a regular time and place for study. The place of study should have good lighting and be organised with your relevant study materials.
- 2. Get organised**
Use your homework and study plan (refer page 138) to help you block out periods for study time. Your study segments should be between 30-60 minutes. Take a short break after each segment. Using your study plan will help you become more organised and visualise how much free time and study time you have each week.
- 3. Break it down**
Assignments that need to be completed over a set period of time should be broken into small chunks. This will make the assignment more manageable and enable you to complete it in stages, rather than all at once or the night before it is due.
- 4. Revision and summary notes**
Revising what you have learnt should be part of your study timetable. Reading over your notes and checking your understanding of new topics learnt in class is an important part of study. Each week, set aside a period for revision of your notes for each subject.
- 5. Try to stick to your study plan**
As much as possible, try to stick to your study plan and avoid interruptions such as using your mobile, TV shows and visitors. If you want to watch a TV show, include it in your plan and then work around it.
- 6. Take a break and reward yourself**
After each study period of 30-60 minutes, take a short 10-15 minute break, have a snack, take a walk, and have a good stretch as this will help to keep you alert and focused. Your body can become lethargic if it's subjected to long periods of inactivity. Don't forget to also eat plenty of healthy foods at regular times.

Articles for guidance and support through common events and concerns you may face throughout the year



Creating a Mindful Attitude

BENEFITS OF MINDFULNESS

Mindfulness and grounding techniques can be used to decrease stress, enhance clarity, and improve the way you deal with emotions and relationships.

Mindfulness can come in handy during situations that you are not comfortable with, such as oral presentations, exams, and even in medical or social situations.

Using mindfulness techniques can help you to face your fears, make the most of your years in the classroom and enable you to enter adulthood with confidence.

How to practise being mindful

Mindfulness is not something you can acquire overnight. It is a mindset that is cultivated over a steady period of time through different activities and practice. Just like exercise increases your fitness, practising mindfulness increases your ability to handle your emotions and physical responses to things that trigger stress.

Mindfulness and grounding techniques

You can practise these techniques at any time, especially when you find yourself getting caught up in your thoughts and feelings.

5, 4, 3, 2, 1 exercise:

Look around you and name five things you can see, four things you can touch, three things you can hear, two things you can smell, and one thing you can taste.

Drop anchor:

First, plant your feet firmly on the floor. Push them down and notice the floor beneath you and how it supports you. Notice the muscle tension in your legs as you push down. Notice your entire body, and the feeling of gravity from your head, spine, and legs into your feet. Now look around and notice what you can see and hear around you. Notice where you are and what you are doing.

Mindfulness is the concept of active contemplation and understanding, which clarifies your thought processes in a deeper way than usual. In short, it is intentionally being aware of the present moment. You can become more aware of the people and environment around you, which can make you open to new experiences as well as your own faith, beliefs and wishes. This can also help you to relax, regroup, and refocus on what is important to you during stressful times.

Leaves on a stream:

This exercise is designed to help you to learn the skill of watching your thoughts and letting them come and go without getting caught up in them. Practising this exercise daily can strengthen your ability to look at thoughts rather than from your thoughts.

Listen to the activity here: www.youtube.com/watch?v=1C8hwj5LXw

HEALTHY LIFESTYLE

Sleeping well

Ever stayed up late studying? If so, you are missing out on the benefits gained by good sleeping patterns! As well as reducing your stress levels, sleeping 6-8 hours each night increases:

- Energy
- Alertness
- Problem-solving skills
- Motivation
- Concentration
- Memory
- Decision-making skills
- Creativity

All this done with your eyes closed! So, why miss out?

Reading

- Take regular breaks
- Change positions to maintain good posture
- Use a bookstand to align the text with your sight
- Do not read lying on your stomach
- Ensure you have adequate lighting to reduce eye strain

Your school bag

- Ensure it has wide padded shoulder straps
- Distribute weight evenly
- Avoid carrying on one shoulder; use both shoulder straps
- Only pack what you need

Sitting

- Feet must touch the floor
- Keep knees bent at a 90 degree angle
- Do not cross or sit on your legs
- Sit up straight
- Keep your ears in line with your shoulders to reduce neck strain
- While using a computer:
 - Level your elbows with the keyboard
 - Straighten your hands and wrists
 - Ensure the text on the monitor is level with your eyes

As a student, your study load may cause you to neglect the one thing that will help you achieve success: your health! By maintaining a healthy lifestyle you will be able to study more efficiently and effectively.

Good sleeping patterns, regular exercise, healthy eating and ergonomics all contribute to a positive academic year.

Australian Guide to Healthy Eating

Enjoy a wide variety of nutritious foods from these five food groups every day. Drink plenty of water.

Use small amounts

Only sometimes and in small amounts

Source: National Health and Medical Research Council