

How To Use STUDYQUEST *Flourish*



StudyQuest Flourish is designed and optimised for students who **thrive** on **creativity** and **positive reinforcement**.

It's a vibrant companion that keeps motivation high all year long!

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.



Be inspired by weekly quotes



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

Track your progress and scores throughout the year

TEST, EXAM & ASSIGNMENT RESULTS SEMESTER 1		
TERM 1		
Tests, exams, essays, assignments, topics, presentations, labs, etc.		
Subject	Date	Results
Health	3/5	78%
Science	9/5	82%
English	12/5	87%
Maths	15/5	64%

SEMESTER 2		
TERM 3		
Tests, exams, essays, assignments, topics, presentations, labs, etc.		
Subject	Date	Results

TERM 4		
Tests, exams, essays, assignments, topics, presentations, labs, etc.		
Subject	Date	Results

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

Preparing for Your Exams

THE DAY OF THE EXAM

Here are a few techniques to help you get through it with the least amount of stress:

- Eat a good meal before your exam**
High carbohydrate foods like wholegrain breads and cereals are good options as they release energy slowly and will help keep you alert throughout the exam. Things like energy drinks or anything high in sugar will give you a sudden boost, but you will find yourself feeling drained and exhausted quickly, so try to avoid these.
- Check your materials**
Keep a checklist so that you know you have everything with you. This will help you feel less stressed when you need to collect your belongings.
- Getting there**
Give yourself enough time to get to school or the exam venue. Unforeseen delays, like traffic, do happen, and it is better to be very early than a bit late. You may also need time to find your allocated seat.
- Read the question**
Ask yourself, 'So what does this question actually ask me to do?'. Look for key words like: Explain, Describe, Define, Identify, etc.
- Start with what you know**
Start with the questions you do know to help build your confidence. It's possible that questions on the exam will be somewhat related.
- Don't look at everyone else**
Many students look around while sitting exams, see others frantically writing away and then get stressed about their own performance. Don't do it! Don't worry about what everyone else is doing - this is your exam, nobody else's, so don't let their performance hinder yours.
- Attempt every question**
Unless stated, you wouldn't normally lose marks for incorrect answers, so attempt every question, even 'impossible' ones. You may pick up a mark here or there.
- Watch the time**
Try to stick to the suggested time allocation for each section of the exam. If you're stuck on a question you believe you're taking too long to answer it to the next one. You can always return to it later.
- Review your responses**
Once you have finished your exam, there is just more time you need to do - review! Check to make sure you have answered all of the required questions.

Resumé

A resumé (also commonly spelled resumé or resume) is an important document that offers potential employers an insight into your history relating to education, work and achievements. It is vital that your resumé is presented professionally and that its content is relevant to the position you are applying for.

There are specific elements that will need to be included in your resumé, which are listed below:

- 1. Personal Details**
Personal details are included at the top of your resumé. These include your name, address, phone number, and email address. If you have a professional email address, use that.
- 2. Education**
List your education from highest to lowest. Include the name of the institution, the dates you attended, and the subjects you studied. If you have any relevant awards or achievements, include these.
- 3. Work Experience**
List your work experience from most recent to oldest. Include the name of the employer, the dates you worked there, and a brief description of your role and responsibilities. Use action verbs to describe your achievements.
- 4. Skills**
List your skills, both hard and soft skills. Hard skills are specific, teachable abilities that can be measured or quantified. Soft skills are personal attributes that enable you to interact effectively with others.
- 5. Interests**
This segment allows your potential employer to gain an insight to the type of person you are. For example, you may list that you like hiking, playing the guitar and nature photography. Keep the topics professional, simple and let your future employer hear about your abilities and well-rounded personality!
- 7. References**
This is a list of two or three people who can be contacted to speak about your skills, education and/or job history. Ensure that the people listed are professional, e.g. your Year Level Co-ordinator and current or past managers. Make sure you gain their permission prior to listing them on your resumé.

People PROBLEMS

PEER PRESSURE

Friends and relatives can make both positive and negative impacts on your life. As much as we want those interactions to be positive, we aren't always so lucky. Sometimes, people can try to coerce you into doing things that you don't want to do. At times, you might feel like you must do things in order to keep up with everyone around you.

Here are some reminders for you're ever in this position:

- Your health comes first.** If someone is trying to get you to do something unhealthy - like smoke or drink alcohol - remember that it's okay to say no.
- When you feel uncomfortable or nervous, that's your body naturally telling you that it's not a good idea.** It's usually paired with the feeling of guilt or your conscience will be telling you to stop.
- Try to wave things off in a relaxed manner.** When people are trying to pressure you, let them know that it's not a good idea and that there are better things to do.
- If you find that your friends keep trying to pressure you into activities that you don't like, then perhaps they're not your true friends.** A change of friends might aid you in discovering what friendship should feel like.

CONFLICT

Regardless of our age, we all experience conflict. This will continue into the workforce as well. Being able to deal with conflict maturely can aid you in your future experiences.

Here are some tips to help you overcome conflict:

- Understand the other person.** Listen to their perspective and attempt to understand where they're coming from, even if you don't agree with it.
- Help them understand your perspective.** Let them know what you mean and let them ask questions so that they can better understand you.
- Try to stay calm!** Do not resort to anger or an unreasonable attitude. Be above words after all!
- Consider a compromise.** Is there a way you can both come out satisfied? If there isn't, try to be flexible. Are you willing to forgo something that you want in order to achieve peace with the other person?
- Seek help.** If the person becomes more aggressive and is unwilling to work out the situation with you, seek help from someone else who won't be biased about the situation, like a teacher or school counsellor.

Bullying & Harassment

Bullying is when a person or group sets out to personally make another feel unsafe or intimidated. It is a repeated behaviour that can be physical or verbal, subtle or explicit.

TYPES OF BULLYING

- VERBAL:** Name calling and insulting nicknames
- EXCLUSION:** Purposely leaving you or others out of conversations, groups and activities
- SEXUAL HARASSMENT:** Inappropriate touching, inappropriate comments, or crude drawings
- PHYSICAL:** Pushing, tripping, hitting or otherwise attempting to cause physical harm

EFFECTS OF BULLYING

Apart from the obvious physical harm, bullying can sometimes have serious psychological effects on the victim. These may include:

- Anxiety:** Feeling nervous and constantly stressed, can cause or amplify feelings of social anxiety.
- Depression:** Feeling constantly upset about yourself and feeling a sense of failure over outcomes that you have no control over.
- Education problems:** Listening and learning can become more difficult as bullying can distract you from the things that are important to you.

STAND IN THE GAP!

Bullies get away with what they're doing because it's not common for a bystander to defend the victim. That gap means that the bully has no barriers in order to stand in the gap and protect your fellow schoolmate. You don't need to do this in an obvious way; you could simply divert the bully's attention to something else in the room or inform the correct authority about what is happening. Filling that small space between the bully and the victim can make all the difference.

HOW TO SEEK HELP

Remember that you are never alone. There are many ways for you to seek help. Friends and family are people you can speak to as well as the teachers at school who can help you file a report. You can also speak to your school counsellor. For further support, you can head to these websites:

- HeadSpace - www.headspace.org.au
- Lifeline - www.lifeline.org.au
- Bully Zero Australia Foundation - www.bzaf.org.au
- Kids Helpline - www.kidshelp.com.au

What to do when you're being bullied

When a person or group of people are bullying you, there are several things you can do to help yourself in this situation.

- Ask them to stop** - While it can be difficult to find the courage to do this, sometimes confronting a bully can help end the strife between the two of you. If you don't feel safe around them by yourself, consider taking a friend who will stand up for you.
- Ignore their behaviour** - Focus on your friends and your schoolwork instead of focusing on the bully. Ignoring them and not responding to what they're saying can help to take away their motivation to continue their bullying behaviour because they are not getting the reaction they desire.
- Talk to a friend or adult** - Find someone you trust and discuss what is happening. Not only does it help to get things off your chest, the person in question might be able to offer you advice and will support you when they see it happening. Remember that some people don't recognise bullying until they're told about it!
- Write everything down** - When your bully or bullies do or say something, write it down so that you have a clear timeline of what has been happening. If you have physical evidence such as emails or texts, keep them so you can prove what has happened. Make sure to add what you're feeling about what they're doing; this can aid as an emotional outlet as well as letting people understand how deeply it affected you.
- Report what's happening** - Report the abuse to a teacher or adult that you know will help you. If they're bullying you through social media, report their account as well. If they're stepping over the line into threats or physical assault, consider getting in contact with the police. There's no reason for you to suffer abuse at the hands of another person.
- Put yourself first** - Think about your future and your plans before worrying about the bullies in your life. Focus on the positive aspects and spend time with friends and family that support you.