

## Revise Effectively - Manage Time Effectively (Secondary School Students)



When tests/exams are approaching, many students likely feel anxious. We have prepared 3 toolboxes under this topic “Revise Effectively”.

To make the best use of time, this third toolbox may help you:





# Manage Time Effectively



Hi, have you ever felt overwhelmed when looking at a mountain of schoolwork?

Thinking "insurmountable" and not knowing where to start ?

Cramming for tests and exams?

Often finding not enough time?



**Rest assured!**

**Time can be well managed!!!**

**1**

## Create a personal work schedule

Based on scope of exam, subject difficulty and amount of time needed, set realistic goals, personal routine, and a schedule with study-rest balance.

Step 1	Use the "Revision Topics and Time Needed" table . List out the scope of test/exam by subject, splitting into small units (e.g. 5 chapters of Math).
Step 2	Anticipate the time needed for revising each small unit (e.g. 30 minutes for each chapter).
Step 3	Estimate the time needed for each subject (e.g. 2.5 hours for 5 chapters of Math).
Step 4	Estimate the level of difficulty for each task (3: difficult, 2: average, 1: easy).
Step 5	Set up the "Revision Timetable".

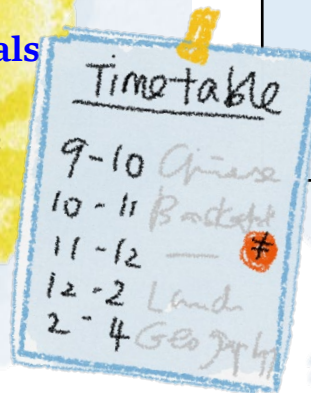
# Revision topics and time needed

Subject	Scope of Exam (e.g. chapter/unit)	Estimated time needed for each module/ chapter (minutes)	Estimated time needed for whole subject	Level of difficulty 3 (difficult) 2 (average) 1 (easy)
Example: Math	5 chapters	30 minutes for each chapter	5 chapters x 30 minutes = 150 minutes  (around 2 hours 30 minutes )	3
Chinese Language				
English Language				
Mathematics				
Integrated Humanities				
History				
Geography				
Integrated Science				



## Tips on Setting up “Timetable”

- Depending on the nature of subjects (such as Chinese History focusing on information, Mathematics on concepts), level of difficulty, own energy level and how favorite the subjects are to yourself, **schedule more than one subject in a day** to avoid boredom or overloading memory.
- Build in times for breaks and leisure** (such as enjoying the view outside, doing stretching exercises, taking a shower, browsing the internet, taking a nap...) so as to relieve our stress, refresh our minds, and enhance learning effectiveness.
- Include rewards on completion of goals** (such as snacks, movies...) help sustaining efforts to follow through the set tasks
- Post** the “Revision Timetable” **at noticeable spots** to remind yourself.
- Mark ✓ on completion of a goal to **celebrate achievement**.



## 2

## Review own learning progress

Reviewing our study plan helps enhance our learning effectiveness. Consider asking yourself the following and see if you can effectively follow through your study plan.

### Step 1

### Review of the day

- How did I do today?
- Can I achieve the goal for today?
- If yes, what have I done to achieve the goal?
- If not, what hinders me? What are the difficulties?
- Did I have enough time for revising the materials as planned? Do I need to modify my plan?

### Step 2

### Looking ahead

- What are my goals for tomorrow?
- How to achieve these goals?
- Will there be difficulties and hindrances to my goals?
- If yes, how to overcome the difficulties and hindrances?



# Revision Timetable

Date: \_\_\_\_\_

	Time	Revision content	✓ if done
Example	10:00 – 10:30 am	Math chapter 1	✓
	10:45 – 11:15 am	History worksheets p.1-5	
1			
2			
3			
4			
5			
6			
7			
8			