

**ACADEMIC TIPS  
FOR  
STUDENTS**

**TIME MANAGEMENT TIPS**

- Have a **Daily Planner**- Today/ Tomorrow/ Later.
- Follow **Time Management Matrix** to understand what's important and what's not important.
- Every term, have a **Study Box** to understand how many chapters you have learnt and what you haven't.
- **Weekly chart** helps you to balance all the subjects.

**CONCENTRATION EXERCISES**

- Practice 1 to 30 concentration exercises by closing your eyes, 3 times a day daily, for 5 minutes - Morning, Afternoon & Night.
- Read a paragraph anytime in the day in a moderate tone. Keep a check whether your mind wanders, is there any fluctuation in your concentration power.
- Take a book and count the words in any one paragraph. Count them again to be sure that you have counted them correctly. Start with one paragraph and when it becomes easier, count the words in a whole page. Perform the counting mentally and only with your eyes, without pointing your finger at each word.

**GENERAL CONCENTRATION TIPS**

- Sleep well. Maintain a sleeping cycle.
- Every 30 minutes get up for a minute, for better concentration.
- Do not try to push any particular thought out of your mind. When you are trying not to think about something, your mind is occupied and you are not concentrating. Just let the thought go like a breeze, say to self -"Be here now", and return to the present.
- Manage your time effectively. Do one thing at a time.
- Mobile or any personal gadgets shouldn't be in the place while you are studying.
- Avoid Telephonic calls at home. They create distraction and hindrance in studies.
- If you are worried about anything, then work it out. Don't keep it in your heart.
- Study according to your body-clock.

**TIPS TO DEAL WITH EXAM ANXIETY**

- Include as much **self-testing** in your review as possible.
- As you anticipate the exam, **think positively**, e.g., "I can do OK on this exam. I've studied and I know my stuff."
- Do some serious "**thought stopping**" if you find that you are worrying a lot, mentally comparing yourself to your peers or thinking about what others may say about your performance on this exam.
- Before you go to bed on the night before the exam, make sure to **collect the basic requirements for the exam**– pen, pencil, eraser etc.
- **Don't talk to friends** about the exam material that you have done/studied.
- When papers are distributed, **calm yourself down** by taking some slow deep breaths.
- Make sure **to read carefully instructions** on the exam.
- As you work on the exam, **focus only on the exam**, not on what other students are doing or thinking about past exams or future goals.
- If you feel very anxious in the exam, take a few minutes time out and **calm yourself down**.

**STUDY TIPS**

- Remember, everyday study is important, start from day one.
- Have a study pattern. Plan your schedule at night for the next day.
- Focus should be Monday to Sunday afternoon-productive studies.
- Start with the subject you like, to create interest.
- Read and learn, time and study to get the best.
- Thumb rule is daily self-study (One subject) + Daily one hour Math.
- Give importance to all subjects, balance is necessary.
- Last 15 days before the exam is only for revision.
- Walk and revise, it gives you better concentration.
- Stick to One hour only, for your entertainment during the day (TV/Mobile/Friends).
- Eliminate Timewasters to get the best in studies.

**DAILY PLANNER**

TODAY	TOMMORROW	LATER

**STUDY BOX**

SUBJECTS	CHAPTERS LEARNT	CHAPTERS NOT LEARNT

**TIME MANAGEMENT MATRIX**

	URGENT	NOT URGENT
IMPORTANT	I	II
NOT IMPORTANT	III	IV

**WEEKLY CHART**

DAYS	SUBJECTS
MON	
TUES	
WED	
THURS	
FRI	
SAT	
SUN	

DAILY MATH

# EMOTIONAL WELLNESS TIPS

*Mental and Emotional health is an essential part of overall health and wellbeing. As you take part in some activities that make you stay physically fit, similarly, you could also follow these essential techniques to keep you mentally and emotionally fit.*

1. **Value yourself:** Treat yourself with kindness and respect, and avoid self-criticism. Broaden your horizons with involving in activities you like.
2. **Take care of your body:** Eat well, sleep well. Have a routine. Keep yourself hydrated. Avoid junk food.
3. **Remember that you are human:** You are going to make mistakes. It's always difficult to accept failure, but it's better to remind yourself that you're not perfect and to move on to work harder to reach your next goal. It's more important for you to try your best than for you to succeed at every single thing you do. You're a human *becoming*. Go easy on yourself. You'll get there.
4. **Be honest about how you're feeling:** If you're honest with the people around you about how you're feeling when you're feeling it, you will feel so much better. Don't be afraid to speak up for yourself.
5. **Embrace change:** Whether positive or negative, is important to embrace the changes that happen in our lives and see every change as an opportunity to grow. If you welcome changes and remain confident in your ability to adapt, you will be in a better mental state.
6. **Invest your energy in the present:** Once you've been able to embrace the changes in your life, it's important to invest all of your energy in the present day. The past is the past, and you can't change that. Learn from your mistakes and apply those lessons to new challenges you're overcoming.
7. **Transform negativity into productive energy:** When negativity gets you down, it's important to reframe your thoughts in a way that benefits your mental health. It's OK to have these thoughts, but don't let them hold you back from making important moves in your personal life or career. To reframe negative thoughts, think of the ways you can make them productive or motivational.
8. **Set long-term, achievable goals:** Achieving goals in life is always gratifying and can remind you of your purpose. Working toward these goals is equally exciting and can give life added meaning, which can help to build mental strength.
9. **Learn to say No:** It's fine if you say 'NO'. It doesn't mean that you have hurt the person. It's just that you have taken a stand for yourself.
10. **Develop Tolerance:** You need to understand that every time things won't work the way you want. It's 'OK' to compromise, or be flexible in your acts.