

KICK





STUDY SKILLS & TIME MANAGEMENT

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STUDY SKILLS KICK START

WORKBOOK



Step 1

Step 2

- Look at the to find the most important points.



- If there are no subheadings, you can create your own by summarising the .

Step 3

- Look through and find 1-2 ways that how we can **conserve electricity**.

1.

2.

Then repeat for:

Recycle

1.

2.

Take action

1.

2.



4

Tips for effective notes

1.

2.

3.

4.

Your page:



Formatting your notes —

Note taking exercise:



Which notes are easier to memorise?

Stalin & Families

Joseph Stalin, when he was the leader of Soviet Russia, encouraged families to be very close and loyal to each other. He encouraged children to be loyal and obedient to their parents, and parents would then be loyal and obedient to their parents. What this meant was that communities were quite harmonious and peaceful which meant there would be less of a chance of any uprising, rebellion or revolution. This is exactly what Stalin wanted as this allowed him to stay in power for longer.

Regular notes: 88 words

STALIN

Family – Soviet Russia

- Obedient children
- Community peace
- ↓ rebellion
- Stalin keeps power

Trigger word notes: 12 words

Trigger word notes allow us to condense a large body of information into a few key phrases or words. In doing so, we reduce how much we write down and increase how much we can remember.



To create a mind map:

1. Centre circle = e.g.
2. 1st branches = e.g.
3. 2nd branches = e.g.

Mind map exercise:



What can we do about — climate change?

You must be living under a rock if you haven't heard the growing protest and concern about climate change. Climate change has gone from being an issue only scientists discussed to being a leading social issue. The problem is, with all of this talk of global warming, many people get lost or overwhelmed. Many people are left pondering the question, "What can I do? I am only one person. What kind of difference can I make?" The good news is that every single person can make a difference. You don't need to be a government or a big corporation. We can all make small changes, which, when added up, become giant leaps in saving our planet. Here are a few small things we can all do.

Conserve Electricity

Conserving electricity could have a major impact on our ability to beat climate change. Scientists believe that the principle cause of this increase in temperature is the increase in greenhouse gases. There are a number of greenhouse gases but the important one is Carbon Dioxide or CO₂. CO₂ enters the atmosphere every time we burn fossil fuels, such as coal, in order to make electricity. And the problem for the world is we have a growing demand for electricity to power our computers, TVs and appliances, which means that we will need to burn more and more fossil fuel leading to even greater levels of CO₂ being released into the atmosphere. The solution seems quite simple then; reduce the amount of energy we use and reduce the amount of CO₂ entering the atmosphere. This is an easy thing for anyone to do, because most of us have been guilty of needlessly wasting electricity. So, why not use the clothes line instead of using a dryer? By switching off our dryers, it is estimated we would save 700 pounds of CO₂ every year. An equally simple action we can all take is simply switching off appliances at the wall.


If your TV or microwave is only turned off on the device, it will remain on standby and continue to consume electricity. It is estimated that 5% of total energy consumption goes into powering appliances that are off but plugged in! By unplugging these appliances, we would save 18 million pounds of CO₂ a year. And when we buy appliances, why not only buy appliances with the highest energy rating? If everyone in the US bought the most energy efficient appliances it is estimated that the US would save 175 million pounds of CO₂ a year.


Recycling

Recycling is another effective way to cut down the amount of energy used to produce the goods we need. By simply keeping a regular bin and a recycling bin and taking the time to sort our plastics and paper from the normal trash, we can make a big difference. Recycling plastic reduces the amount of energy needed to make a drink bottle by 40% and recycling paper reduces the energy needed to make an exercise book by 70% as compared to using raw materials. We can also support recycling by purchasing recycled goods wherever available.

Take Action

Finally, we can all make a change by taking action. Taking action doesn't have to mean joining a protest or chaining yourself to a tree. We can take action by choosing to support environmentally aware companies wherever possible. Virgin Blue was the first airline in Australia to carbon off-set flights, so for a few extra dollars, your flight could be carbon neutral. Finally, take action by making a noise. Speak to your friends and speak to your family and let people know how even one person can make a difference.

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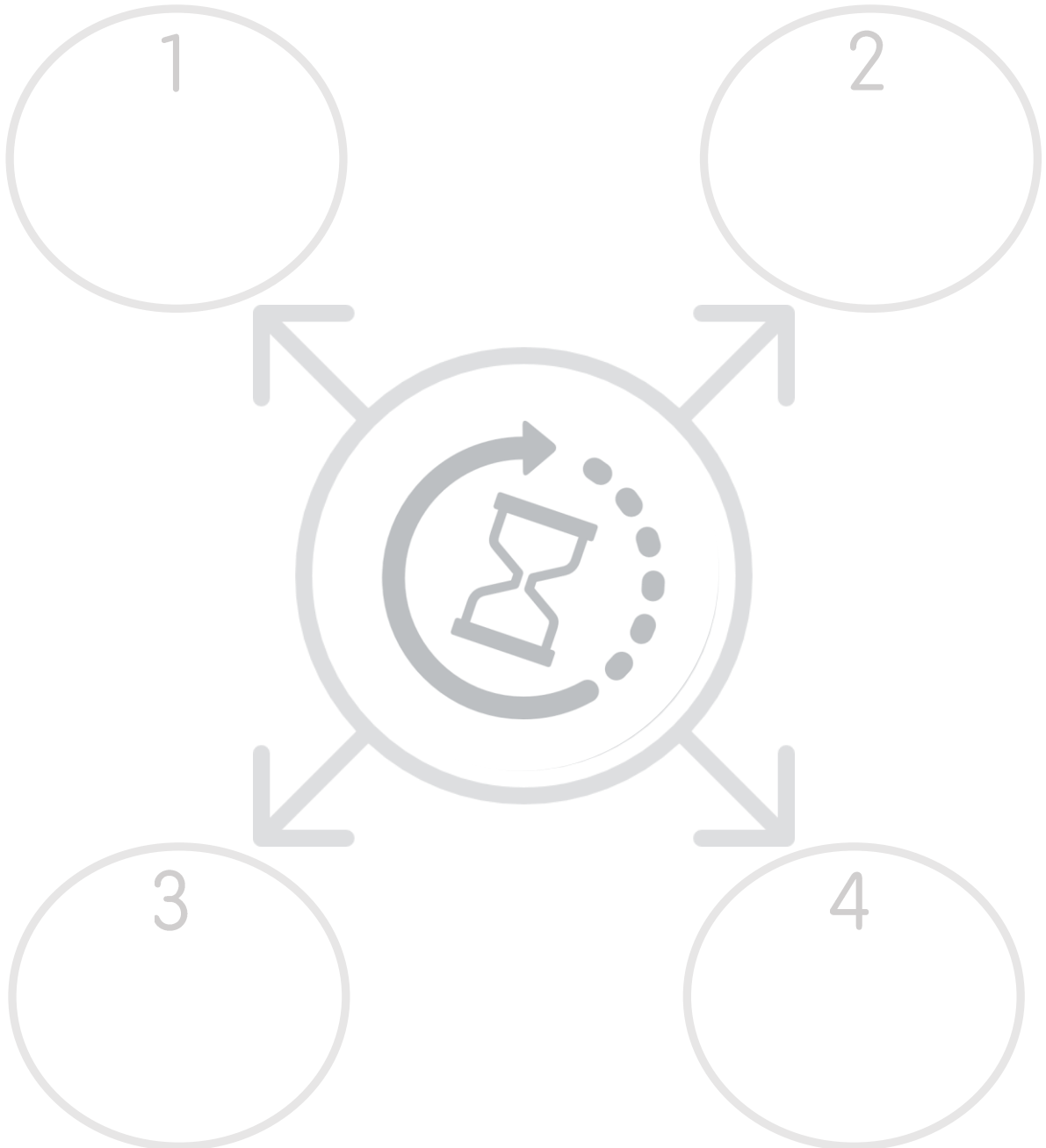


JUNIOR TIME MANAGEMENT

AND BEATING PROCRASTINATION JUNIOR WORKBOOK



4 elements of time management





Finding time

?

How much time do you spend on these activities?



Sport

What?

When?



Social

What?

When?



Hobbies

What?

When?



TV

What?

When?



3

Handy hints for homework:

1.

2.

3.

Which hint /s could you begin to use right now?





Why we revise

?

What kind of revision can you be doing nightly?

1.

2.

?

How much revision should you be doing?

1.

2.



Handy tip for getting revision done:

If you have a lot of homework, then you might not have enough time to take notes for revision. In this case you should at least re-read over your notes or the text book. No matter what through, no matter how much homework you have, you should at least put time aside to read over your notes. Remember – it's going to save you time in the long run,



Managing exam and assignment deadlines

- In order to ensure that assignments are ready on time, you need to the assignment into . This should also be done for exams.



Assignments have pieces.

Step 1

Step 2

Step 3

Step 4



Managing exam and assignment deadlines

How to break an assignment into its 4 parts:

Step	Task	Time
Research	➤	➤
	➤	➤
	➤	➤
	➤	➤
	➤	➤
	➤	Total:
Organise	➤	➤
	➤	➤
	➤	➤
		Total:
Write	➤	➤
	➤	➤
	➤	➤
		Total:
Present	➤	➤ Total:
Total days work to complete assignment =		

Now you need to enter each of these steps into your diary

The trick is to work .



TIPS IN ACTION

Breaking a science exam into small pieces:

Step	Task	Time
Prepare notes	➤ Find out from the teacher what will be examined	➤ 1 day
	➤ Summarise notes	➤ 1 week
Memorise	➤ Most people memorise 4 pages of notes p/hour	➤ 5 days
	➤ Notes = 20 pages	
	➤ = 5 hours to memorise	
Test	➤ Get parents to quiz you on notes	➤ 1 day
	➤ Do practice questions in textbook	➤ 1 day
	➤ Get parents to quiz you on notes a final time	➤ 1 day
		Total:
Total days work to be prepare for the exam = 16 days		

Breaking a math exam into small pieces:

Step	Task	Time
Practice	➤ Do questions in Part 1 of text	➤ 3 days
	➤ Do questions in Part 2 of text	➤ 3 days
	➤ Do questions in Part 3 of text	➤ 3 days
Total days work to be prepare for the exam = 9 days		



	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
7:00							
8:00							
9:00							
10:00							
11:00							
12:00							
1:00							
2:00							
3:00							
4:00							
5:00							
6:00							
7:00							
8:00							
9:00							
10:00							
11:00							
12:00							



Download a digital study timetable from the Student Portal at www.elevateeducation.com