

HOW TO CREATE A BRILLIANT EXAM TIMETABLE

RED = do it!
BLACK =

See my notes on the next page for how to adapt this for yourself.

Note: this programme only goes to the FIRST exam – you will have “free” days between exams so you can use those days, too.

Take a fast walk each day – good for body, brain and

Build at least ½ hour relaxation into each day. (No screens!)

Your exam brain needs:
P Preparation
R Relaxation
O Oxygen
F Food and water

-30	Analyse the next 30 days. Note any problem days. Plan what to revise each day from now till exams finish.
-29	Do you know what each exam involves? If not, ask your teacher.
-28	Start practising a relaxation/anti-panic technique. (See my website.) Do it once a day from now on.
-27	
-26	Think about what helps YOU relax. Walking? A bath? A laugh? Reading? Music? Deep breathing / relaxation exercises?
-25	
-24	NB this table only goes to 1 st exam – make yours go to LAST one
-23	
-22	
-21	Read my website tips on sleep. It’s hard to sleep well when stressed but there are things to help – and it will help!
-20	
-19	
-18	Are you reading a book for pleasure? Do! I call it Readaxation. It helps you relax and that makes your brain work better.
-17	
-16	
-15	Are you getting enough fresh air and exercise?
-14	Start planning exam nutrition – find brain-foods that you LIKE and that you can take to school for lunch/break/before exam
-13	
-12	
-11	
-10	Ensure notes are all ready for final revision stages
-9	I suggest you tackle one subject a day now, using your final notes
-8	
-7	Make sure you have all the kit you need – stationery etc
-6	From now, go to bed 30mins earlier than usual. Read to relax.
-5	Are you still getting ½ hour proper relaxation a day?
-4	Make sure you have your food ingredients ready
-3	Are you getting nervous? Good! That will help you perform. If you feel TOO nervous, do your relaxation exercise more often.
-2	
-1	Before bed, put everything ready for the morning. Relax!
1 st EXAM	Breakfast! Pack your snacks. Remember your relaxation technique. You are ready to record a personal best today!
2	EXAM DAY
3	EXAM DAY
4	EXAM DAY
	etc

How to revise? Everyone is different but here's what I do:

Stage 1: I make notes on everything, using colours, headings, arrows, bullet points, diagrams. I read notes ALOUD. I aim to complete this stage 2-3 weeks before the exam (or earlier if several exams.)

Stage 2: I re-write the notes onto cards make them much **shorter**, focusing on the important and/or difficult things. Again, I read aloud. I make lists or use memory tricks for the problem areas. I test myself or get someone to test me. Sometimes, I imagine explaining it to a friend.

Stage 3: The day/evening before the exam, I go over the notes one last time, writing out all the bullets points again, testing myself.

NB: If you combine SEEING, HEARING and WRITING, this helps your brain hugely.

Tips for surviving and thriving during exam time

DO ALL THESE THINGS EARLY!

1. Plan ahead – make sure well in advance that you know how each exam works and how many questions you have to answer.
2. Do not bottle up your worries – talk to someone; ask for help early.
3. Practise relaxation techniques / anti-panic strategy.
4. Spend at least 30 minutes a day doing one of these things: reading an easy book, having a bath, listening to music, walking, exercising, watching a funny film, doing a hobby. Do not use a computer, tablet or phone during this time...
5. Learn how to get a better night's sleep – my website has tips.
6. Find lots of brain-fuelling foods that you LIKE and make sure you eat before work/exam. Plan your pre-exam snack.
7. Always have water with you.
8. Avoid: fizzy or sugary drinks.
9. Your brain can only concentrate well for about 25 minutes – give yourself a break then. Breathe deeply, move if possible, wriggle your toes!
10. Get fresh air. A brisk walk outside has huge health and anti-stress benefits and is also a very good way of thinking things through. And it pushes more oxygen to your brain.
11. Some people work better when they fidget. If that's you, have blutack with you.
12. A bit of chocolate (preferably dark) is a good idea – before an exam for an energy boost (as long as you *also* have some protein) and after as a reward. You deserve it!
13. Remember: exams *are* a very stressful time and no one actually enjoys them. Some people find them easier, though, while others find them harder. If something goes wrong, be strong, pick yourself up and try again. Don't beat yourself up. There will be other ways to achieve your goals, and more chances later.
14. After an exam, do not ask other people what they wrote... It's a sure-fire way to be more stressed. Now is the time to put that exam behind you. It's over!

GOOD LUCK!

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