



**How to organise your revision
and build a revision timetable**

Introduction

In this document you will find out some of the most effective ways of organising your time and making a revision timetable.

This is a high level skill and you will be guided through the steps to help make revision a habit that sticks.

Don't be afraid to make tweaks and adjustments after you've made it, life is busy and things change. The key is to remember what your end goal is – to do as well as you can so you have the opportunities you want in the future

You can print out as many weeks as you need and adjust your schedule according to how close the exams are



Part one: Planning the habit

1. Think about commitments you already have e.g. the school day, an evening when you have football training and list them
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2. Then put them into the weekly timetable below
3. Look at it and work out what have time available
4. Put in a time you'd like to have stopped working by
5. Think of other things you like to do that relax you or you enjoy
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6. List the subjects you take:
7. Highlight any priorities in within that list (if you have any that you want to particularly focus on)

Part one: Planning the habit

8. Put in hour or half hour blocks into the timetable where revision could take place
9. Put in a couple of spots where you know you'd like to relax
10. When are you at your best, which hours are your most productive do you think?
11. Identify 'dead time' e.g. before meals, after meals, when you're waiting around for something to start

Part 2: Doing the habit – read this, answer it if it is a question

1. Try to use a room or part of a room that is only for revision, that way you will associate working with being there and distractions will be easier to avoid. Which location (s) can you think of?
2. Sit a chair and a table/desk (not on your bed).
3. Tell someone you're starting revision and tell them to ask you what you will be doing in that time. Who can you tell, share our plan with?
4. Be very specific about when, where and what you will revise. Stick to the plan!
5. Keep distractions away – no TV, no phone, no computer game. Make it easy to avoid temptation by making your environment temptation free. Where will you put your phone, who could you give it to?
6. Set a clear end time so you know when you can stop. Stick to the plan.
7. Treat it like a job that needs doing, if it's not a school day, get up for work.

Date – W/C	What subjects will I revise and what activities will I do?						
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	Subject: Activity: Time: Location:	Subject: Activity: Time: Location:	Subject: Activity: Time: Location:	Subject: Activity: Time: Location:	Subject: Activity: Time: Location:	Subject: Activity: Time: Location:	Subject: Activity: Time: Location:
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