

1. Effective Study Techniques – Student Guide



Introduction

Studying effectively is not about spending long hours with your books. It is about **using the right techniques, managing your time, staying focused and actively engaging with what you are learning.**

Many students spend hours reading their notes but struggle to remember the information during exams. Effective study techniques can help you understand concepts better, remember information for longer and prepare more confidently.

This guide introduces practical techniques that students can use in school, college and university.



1. Set Clear Study Goals

Before starting a study session, decide exactly what you want to accomplish.

Instead of saying:

“I will study Mathematics today.”

Set a specific goal:

“I will understand quadratic equations and solve 15 practice problems.”

Try to:

- Break large topics into smaller tasks.
- Set a clear objective for every study session.
- Prioritise difficult topics.
- Track what you have completed.
- Celebrate small achievements.

A clear goal gives your study session direction and makes it easier to measure your progress.



2. Create a Realistic Study Schedule

A good study timetable helps you balance **classes, assignments, revision, activities and rest**.

Create your timetable at the beginning of each week.

Your study schedule should include:

-  Subject study time
-  Assignment time
-  Revision time
-  Project work
-  Breaks
-  Adequate sleep
-  Personal activities

Don't create a timetable that is impossible to follow. A simple and realistic schedule is better than a perfect schedule that you abandon after two days.

Example

Time	Activity
6:30–7:00 AM	Quick revision
9:00 AM–3:00 PM	Classes
4:00–5:00 PM	Rest / activities
5:00–6:00 PM	Subject 1
6:15–7:15 PM	Subject 2
8:00–8:30 PM	Revision
9:00 PM	Plan next day



3. Use Active Recall

Active Recall is one of the most useful study techniques.

Instead of repeatedly reading your notes, close your book and try to remember what you have learned.

Try this:

1. Read a topic carefully.
2. Close your textbook or notes.
3. Ask yourself questions about the topic.
4. Write down what you remember.
5. Check your answer against your notes.
6. Identify what you forgot.
7. Review those areas again.

For example, after studying the human digestive system, close your book and ask:

“Can I explain the complete digestive process without looking at my notes?”

If you can explain it clearly, you are actively recalling the information.



4. Use Spaced Revision

Don't wait until the night before the examination to revise everything.

Spaced revision means reviewing information at different intervals over time.

Example:

Day 1: Learn the topic



Day 2: Quick revision



Day 4: Test yourself



Day 7: Practise questions



Day 14: Review again



Before exam: Final revision

This approach helps you revisit important concepts instead of trying to remember everything at the last moment.



5. Take Better Notes

Good notes should help you **understand and remember**, not simply copy everything the teacher says.

Try using:

- Headings
- Bullet points
- Keywords
- Diagrams
- Charts
- Examples
- Short summaries
- Questions

After each class, spend a few minutes reviewing your notes.

Ask yourself:

“If I had to explain this topic to someone else, could I do it using my notes?”

If the answer is no, improve your notes.



6. Practise Instead of Only Reading

Reading is useful for understanding a topic, but **practice helps you apply your knowledge**.

For different subjects:

Mathematics

Solve problems.

Science

Answer conceptual questions and practise diagrams.

Programming

Write and test code.

Languages

Write sentences, practise vocabulary and communicate.

Business

Work on case studies and practical examples.

Theory subjects

Write answers and explain concepts in your own words.

The more actively you use your knowledge, the better you understand it.



7. Use the Feynman Technique

The Feynman Technique is a simple way to check whether you really understand something.

Step 1

Choose a topic.

Step 2

Explain it using simple language, as if you were teaching a younger student.

Step 3

Identify areas where your explanation becomes unclear.

Step 4

Go back to your notes and study those areas.

Step 5

Explain the topic again in simpler language.

If you cannot explain something simply, you may need to understand it more deeply.



8. Manage Distractions

Your phone, social media, notifications and unnecessary browser tabs can make studying much harder.

During study sessions:

- Put your phone on silent.
- Turn off unnecessary notifications.
- Close social media applications.
- Keep only relevant browser tabs open.
- Study in a quiet environment.
- Tell family or friends when you need uninterrupted time.

You can also use a timer to create focused study sessions.

Try:

40–50 minutes focused study → 5–10 minutes break

Use the break to stretch, walk around or relax rather than getting trapped in social media.



9. Use Technology Wisely

Technology can be a powerful learning tool when used correctly.

Students can use digital tools for:

- Creating flashcards
- Organising notes
- Practising questions
- Finding learning resources
- Creating presentations
- Managing study schedules
- Understanding difficult concepts

AI tools can also help students explain concepts, generate practice questions or organise ideas.

However, students should **not simply copy AI-generated answers**. Use technology to support learning and always verify important information using reliable academic sources and course materials.



10. Keep a Mistake Log

Mistakes are an important part of learning.

Whenever you make an important mistake in a test or practice exercise, record it.

Your mistake log can include:

Question	My Mistake	Why Did I Make It?	Correct Approach
Question 1	Wrong formula	Forgot the concept	Review formula
Question 2	Calculation error	Rushed	Slow down
Question 3	Incomplete answer	Missed key point	Review notes

Review your mistake log regularly.

Don't just count your mistakes—learn from them.



11. Prepare for Exams Strategically

As exams approach, don't simply read your entire textbook again.

Instead:

- Review the syllabus.
- Identify important topics.
- Find your weak areas.
- Practise previous questions where available.
- Test yourself without looking at notes.
- Practise under timed conditions.

- Review your mistakes.
- Create a final revision checklist.

Try to avoid studying everything for the first time the night before an examination.



12. Don't Ignore Sleep and Breaks

Studying continuously without proper rest can make it difficult to concentrate.

Make time for:

- Adequate sleep
- Regular meals
- Short breaks
- Physical activity
- Relaxation
- Time with family and friends

A healthy study routine is more sustainable than studying for extremely long hours.



13. Review Your Progress Every Week

At the end of every week, spend 10–15 minutes reviewing your progress.

Ask yourself:

What did I complete?

What topics do I understand well?

What topics need more practice?

What mistakes did I make?

What should I focus on next week?

This simple review can help you identify problems before they become bigger challenges.



Quick Study Checklist

Before finishing your study session, ask:

- ☐ Did I have a clear goal?
 - ☐ Did I stay focused?
 - ☐ Did I actively recall what I learned?
 - ☐ Did I practise questions or problems?
 - ☐ Did I identify my mistakes?
 - ☐ Did I review difficult topics?
 - ☐ Have I planned when I will revise this topic again?
 - ☐ Did I take enough breaks?
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Final Takeaway

Effective studying is not about **studying more—it is about studying smarter.**

Build a routine that combines:

Plan → Focus → Learn → Recall → Practise → Review → Improve

Don't wait until examination time to develop good study habits. Start with small, consistent changes and improve your approach as you discover what works best for you.



Remember:

Consistency beats last-minute preparation.

Your goal should not be to study for the longest time.

Your goal should be to **understand better, remember longer and apply what you learn.**

2. Scholarship Application Checklist

A Practical Guide for Students

Applying for a scholarship can make education more affordable, but missing a document, deadline, or eligibility requirement can affect your application. Use this checklist to stay organised from start to finish.

1. Check Your Eligibility

Before starting the application, confirm that you meet the scholarship requirements.

- ☐ Check age requirements
- ☐ Check nationality/residency requirements
- ☐ Check academic percentage/GPA requirements
- ☐ Check course or programme eligibility
- ☐ Check university/institution eligibility
- ☐ Check income or financial eligibility, if applicable
- ☐ Check whether the scholarship is for undergraduate, postgraduate, PhD, or other students
- ☐ Check any subject, field, or special-category requirements

Tip: Never assume you are eligible. Read the official scholarship requirements carefully.

2. Record Important Dates

Create a simple scholarship deadline tracker.

Information

Details

Scholarship Name	_____
	—
Application Opens	_____
	—
Application Deadline	_____
	—
Supporting Documents Deadline	_____
	—
Interview Date	_____
	—
Result Date	_____
	—

- ☐ Save the application deadline
- ☐ Set a reminder at least 1–2 weeks before the deadline
- ☐ Check whether the deadline is based on your local time or another time zone

3. Prepare Your Documents

Commonly requested documents may include:

- ☐ Academic transcripts/mark sheets
- ☐ Degree or school certificates
- ☐ Admission/offer letter
- ☐ Passport or government ID
- ☐ Proof of address/residence
- ☐ Income certificate or financial documents
- ☐ CV/Resume
- ☐ Personal statement or motivation letter
- ☐ Statement of purpose (SOP), if required
- ☐ Recommendation/reference letters
- ☐ Certificates of achievements
- ☐ Extracurricular activity certificates
- ☐ Internship or work experience documents
- ☐ Portfolio, where applicable
- ☐ Passport-size photograph

Important: Requirements differ between scholarships. Upload only the documents requested by the scholarship provider.

4. Write a Strong Personal Statement

If a personal statement is required:

- ☐ Understand the question before writing
- ☐ Explain your academic goals
- ☐ Describe your career aspirations
- ☐ Explain why you need the scholarship
- ☐ Highlight relevant achievements
- ☐ Mention challenges you have overcome, where relevant
- ☐ Explain how the scholarship will support your goals
- ☐ Keep your writing clear and honest
- ☐ Stay within the required word limit
- ☐ Proofread before submitting

A useful structure:

Who am I? → What have I achieved? → What are my goals? → Why do I need this scholarship? → How will this scholarship help me?

5. Arrange Recommendation Letters

If references are required:

- ☐ Identify suitable teachers, professors, employers, or mentors
 - ☐ Ask them well before the deadline
 - ☐ Share your CV and relevant achievements with them
 - ☐ Provide the scholarship requirements
 - ☐ Confirm the submission process
 - ☐ Check whether the recommendation must be submitted directly by the referee
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6. Complete the Online Application

Before clicking **Submit**:

- ☐ Create an account using an active email address
 - ☐ Complete your personal information
 - ☐ Enter academic details correctly
 - ☐ Enter financial information, if required
 - ☐ Upload documents in the required format
 - ☐ Check file size limits
 - ☐ Check that documents are readable
 - ☐ Complete all mandatory fields
 - ☐ Review your answers carefully
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7. Final Application Review

Use this **5-minute final check**:

- ☐ Is my name spelled correctly everywhere?
 - ☐ Are my academic details accurate?
 - ☐ Have I answered every required question?
 - ☐ Are all required documents attached?
 - ☐ Are my documents clear and readable?
 - ☐ Is my personal statement within the word limit?
 - ☐ Are my recommendation letters arranged?
 - ☐ Have I checked the eligibility requirements again?
 - ☐ Is the application deadline still open?
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8. Submit and Save Proof

After submission:

- ☐ Submit before the deadline
- ☐ Save the confirmation email
- ☐ Save the application/reference number
- ☐ Download or screenshot the submission confirmation
- ☐ Keep a copy of the complete application
- ☐ Record the expected result date

Never wait until the final few hours if you can submit earlier.

9. After Applying

Your work does not necessarily end after submission.

- ☐ Check your email regularly
 - ☐ Check your scholarship portal/account
 - ☐ Respond promptly to requests for additional documents
 - ☐ Prepare for an interview if required
 - ☐ Keep your contact details updated
 - ☐ Record the final result
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Scholarship Application Tracker

Scholarship	Deadline	Eligibility Checked	Documents Ready	Application Submitted	Result
1. _____	_____	☐	☐	☐	_____ —
2. _____	_____	☐	☐	☐	_____ —
3. _____	_____	☐	☐	☐	_____ —
4. _____	_____	☐	☐	☐	_____ —
5. _____	_____	☐	☐	☐	_____ —

Common Mistakes to Avoid

-  Applying without checking eligibility
-  Missing the deadline
-  Submitting incomplete information
-  Uploading the wrong documents
-  Using inaccurate information
-  Copying someone else's personal statement
-  Ignoring word limits

- ✗ Waiting until the last day
 - ✗ Forgetting to save the submission confirmation
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Final Checklist

Before you submit, remember:

Check Eligibility → Find the Deadline → Prepare Documents → Write Your Statement → Complete the Application → Review → Submit → Save Confirmation