



MARIBYRNONG SPORTS ACADEMY

***STUDENT ATHLETE STUDY
GUIDE***



HOW TO WRITE STUDY NOTES

1. Always write in your own words

Copying text straight from your textbook will achieve nothing. If you don't understand what you are writing then you will never be able to remember it. Simply read the paragraph or page, close the book and then write it in your own words.

You should be able to explain the concept to someone at home and have them understand it.

2. Use headings

Use headings and sub-headings when writing your notes to keep them organised and easy to use. When your notes are all over the place it is hard to focus and you waste a lot of time looking for a particular section.

Headings bring structure to your study notes and help to focus your mind on what you are learning.

3. Keep your notes together

It is very important to keep your notes all together in one place, whether this be on your iPad or in a notebook.

Don't write notes on loose pieces of paper as you will probably lose them.

4. Use bullet points

Keep your study notes short and sweet. It is perfectly fine to use bullet points for your notes as long as you remember the content.

By writing your notes in bullet point sentences or phrases it will really help you to remember the important information.

5. Draw diagrams

Drawing diagrams will help you to visualise key information. You are often asked to draw or label diagrams such as the human heart so having diagrams in your notes are extremely helpful in helping you visually memorise information.





HOW TO STUDY

1. Have a good study area

Having a good study area can make a huge difference to how well you retain and understand information.

Pick a place in your house that is quiet, well-lit and away from noise.

If you don't have this option at home try studying at school in the study hall or upstairs in PET 1 or PET2.

2. Turn off your phone and iPad

Your phone, TV and iPad are all distractions. Turn them off or onto Airplane mode while you are studying and concentrate for 25 minute study blocks, then give yourself a 5 minute break. Ask mum or dad to assist you with the timing.

3. Be organised

Make sure your desk is tidy and organised. It will stop you from getting distracted and instead help you to concentrate on studying and learning by not having to search for notes under all of the papers on your table.

Have your water bottle and all of the materials you need ready before you begin.

4. Create a study timetable

Schedule homework/ study time just as you would schedule a training session. A study timetable helps make you aware of how much time you actually have each week and helps you focus on using that time effectively. Put a copy of your weekly study timetable on the fridge at home this way people at home can help you stick to it.

5. Take Breaks

Breaks are an integral part of a good study technique. Taking regular breaks has been proven to reduce tiredness and increase your ability to absorb information you are trying to learn. If you are feeling 'switched on' study for 50minute blocks and have a 10 minute break. If not study for 25 minutes and have a 5 minute break. Get up and stretch your legs during your break.

6. Practise exam papers

Past exam/test papers are a very useful insight into what your exam will be like. Practise 1 or 2 exam/ test questions each day if possible. You will be surprised how often questions re-appear.

7. Recap

Spending 5 minutes going over what you have learnt is a great way to focus and ensure that you don't forget all the information you have learnt.

8. Homework vs Study

Remember there is a difference between homework and study!

Homework is the work your teachers set you to complete and should be completed first. Study is recapping or going over what you have learnt that day- this could be in the form of a summary or mind map. Studying prepares you for tests and exams as you go.

You should aim to complete both Homework and study each day.



CREATE A HOMEWORK/ STUDY TIMETABLE

- Schedule your homework/ study time just like a training session.
- A weekly study timetable will help make you aware of how much time you actually have each week and will help you use that time effectively.
- You should make time once a week (each Sunday is a good time) to write up your weekly study timetable.
- Put a copy on the fridge so people at home can help you stick to it.
- Below is an example of a Study Timetable

Name: Fred Smith

Weekly Planner for the Week of February 13, 2017

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday				
6:30 AM											
7:00 AM		Tech Training		Tech Training	Vic Training						
7:30 AM											
8:00 AM											
8:30 AM											
9:00 AM	SCHOOL SCHOOL					Games	HOMEWORK STUDY				
9:30 AM											
10:00 AM											
10:30 AM											
11:00 AM											
11:30 AM											
12:00 PM											
12:30 PM											
1:00 PM											Vic Training
1:30 PM											HOMEWORK STUDY
2:00 PM											
2:30 PM											
3:00 PM						RELAX					
3:30 PM					RELAX						
4:00 PM	Tech Training	HOMEWORK/STUDY	HOMEWORK/STUDY		RELAX						
4:30 PM											
5:00 PM		Vic Training	DINNER	Vic Training	DINNER	DINNER					
5:30 PM											
6:00 PM	HOMEWORK STUDY				HOMEWORK STUDY	DINNER					
6:30 PM	DINNER		Club Training	Vic Training							
7:00 PM											
7:30 PM	RELAX	DINNER RELAX	RELAX	DINNER RELAX							
8:00 PM					Games						
8:30 PM											
9:00 PM											
9:30 PM	SLEEP										
10:00 PM											
10:30 PM											
11:00 PM											

Notes/ Upcoming Assessments/ Upcoming Competitions:
 Maths test - Algebra on Wed P.S.
 Eng essay plan due Thurs.

- Do your most difficult/ least liked subject first
- Set the time for either 50 minutes or 25 minutes and leave your phone in another room or give it to someone at home. When the timer goes off you can have your phone again for your 5 or 10 minute break as a reward.
- Remember- every minute you are not studying, someone else is.



HOW TO MANAGE TIME

1. Make a study timetable

Make a homework/ study timetable. It will help make you aware of how much time you actually have each week and will help you use that time effectively. As athletes you do not have a great deal of spare time, it is imperative to know when you have time and schedule homework in where you can. In saying that you should also ensure you schedule in relaxation time.

Stick to your timetable as best you can unless an assignment comes up that you need to dedicate extra time to. Generally, planning your time and using your study timetable should ensure you don't get any 'last minute' assignments.

2. Avoid Procrastination

That is when you do everything else but the task you actually need to do. It's normal to procrastinate a little, but too much can lead to getting stressed out and not giving yourself enough time to prepare.

Managing your time and setting realistic goals for each study session can be helpful ways to avoid procrastinating and make tasks seem less overwhelming.

The moral of the story is to 'Stop Putting Things Off'.

3. Get into a routine

Get into the routine of using your study plan and stick to it!

Start thinking of your homework and study like a training session.

You can't save time. You can only spend it wisely or foolishly. You are likely to have very little time outside of school and training- Use it Wisely!



HOW TO BE TEACHER FRIENDLY

- *Think of your teachers as your 'Academic Coaches'*
- *Arrive to class on time with the correct materials prepared to learn.*
- *Don't waste time in class. Remember, you are time poor. The more time you waste in class the more homework you will have.*
- *Communicate with your teachers!*
 - If you don't understand something ask. If you can't complete a particular question that was set for homework email them and let them know and move on to the next question.*
 - If you have a heavy training workload let them know.*
 - If you know you have a competition or nationals coming up and will miss class communicate that with them.*
- *It is an expectation that you will catch up on any work you missed by the time you come back to school from a competition. If you can't do this you need to negotiate an alternative with your teacher.*
- *Don't ask for an extension the night before an assignment is due.*
- *Your teachers will go out of their way to help you succeed at school- make sure you say 'Thank you'.*
- *If you need extra assistance from your teacher with a topic ask if you can see them before school, at recess or lunchtime, or afterschool.*
- **Utilise the free tutoring the College offers Monday – Thursday afternoons until 4:15pm in the Library.**



DO YOU NEED MORE HELP?

- *Talk to your ADP Teacher*
- *Speak to your Academy Wellbeing Coordinator:*
 - *Year 7 & 8* *Mr Peter Fleming*
 - *Year 9 & 10* *Mrs Amy Holmes*
 - *VCE* *Ms Rebecca Kerwin*

Name: _____

Weekly Planner for the Week of _____, _____, _____, _____, _____, _____, _____

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6:30 AM							
7:00 AM							
7:30 AM							
8:00 AM							
8:30 AM							
9:00 AM							
9:30 AM							
10:00 AM							
10:30 AM							
11:00 AM							
11:30 AM							
12:00 PM							
12:30 PM							
1:00 PM							
1:30 PM							
2:00 PM							
2:30 PM							
3:00 PM							
3:30 PM							
4:00 PM							
4:30 PM							
5:00 PM							
5:30 PM							
6:00 PM							
6:30 PM							
7:00 PM							
7:30 PM							
8:00 PM							
8:30 PM							
9:00 PM							
9:30 PM							
10:00 PM							
10:30 PM							
							Write plan for next wk

Notes/ Upcoming Assessments/ Upcoming Competitions: