

# Planning Ahead Worksheet For Teen Exams

Use this worksheet to help you plan and prepare for exams in advance. Taking the time to plan ahead can ensure that tasks are completed on time and adequate revision is done before exams.

## **Step 1: Make a revision plan**

1. Set aside specific times each week for studying
2. Break down big tasks into smaller chunks
3. Write out to-do lists and set deadlines for yourself
4. Use organization tools such as calendars or planners to track tasks

## **Step 2: Practice good time management**

1. Prioritise tasks based on importance
2. Divide day into blocks of time dedicated to study
3. Take regular breaks during study sessions to maintain focus and motivation

## **Step 3: Show yourself some kindness**

1. Get enough sleep and eat healthy meals throughout the revision period
2. Offer yourself incentives after completing certain goals in order to stay motivated
3. Don't forget to take some time off every day for relaxation or leisure activities!

# Planning Ahead Worksheet For Teen Exams

Use this worksheet to help you plan and prepare for exams in advance. Taking the time to plan ahead can ensure that tasks are completed on time and adequate revision is done before exams.

## Step 4: Break Tasks Down

To tackle the overwhelm - break tasks down. One of the best ways to tackle exam stress is by breaking down tasks into manageable chunks.

This will help you focus on one task at a time and make it easier to stay on track with your studies. For example, if you have an upcoming math exam, break it down into topics such as algebra, geometry and trigonometry. Then create a worksheet outlining which topics you need to study each day in order to feel prepared for the test.

## Here are some tips to help you get started:

- Identify the task at hand and break it down into parts.
- Estimate how long each part of the task should take.
- Set a timeline or deadline for completion of each chunk.
- Create a study plan that outlines what subjects you'll be focusing on each day, week or month.
- Break up tasks into smaller actionable steps that appear less daunting.
- Make sure to include regular breaks in your study plan – it's important to give yourself time away from studying!
- Find a quiet and comfortable place to work, free of distractions.

Remember that it is ok if something doesn't come as easily as it does for someone else - everyone has different strengths and weaknesses when it comes to learning. Try to find out in advance what way of learning suits you best and develop your study plan from there (there is no right or wrong answer - just what is good for you!)