

# Power to Perform

## Student Booklet

**A guide to help you prepare for your  
exams**

# STAYING CALM, FEELING GOOD, BEING EFFECTIVE

This booklet is designed to help you develop strategies to cope with the exam period so you are fully prepared to perform at your best.

Managing a busy life when you are studying can be challenging but there are many areas that you can control to help you perform better when it comes to exam time. This booklet will explain each area and allow you to focus, set yourself a plan and work towards being prepared in the best possible way.

**Making time for each area can have an impact on your energy levels and both your physical and mental wellbeing.**

## HOW PERFORMANCE READY ARE YOU?

Complete the chart below by colouring in the areas in each section to see where you currently are for each area. 1 is the lowest and means you really need to improve in this area. 5 means you are really happy and feel like you are doing everything you can to perform at your best.

### Power to Perform

Performance
Goals
Stress Management
Mental Energy
Sleep
Rest and Recovery
Physical Activity
Nutrition

# HOW READY ARE YOU TO PERFORM?

All hard work is represented in a performance, whether it's an athlete competing at the biggest event of their career, or a student taking an exam. There are so many things that influence a performance and in order to be the best we can be, many of these things have to be worked on.

What performance are you looking to achieve? How ready are you to perform?

Rate yourself out of 10

**What performance are you looking to achieve?**

**How ready are you to perform?  
Rate yourself out of 10**

**What do you need to do to be more ready?**

**How can you be Prepared to Perform?**

## WE CAN ALL GROW

### Be the best you can be – Preparing to Perform for when you need to Perform.

We all have the ability to be a bit better than we are now, so what do you need to prepare to perform?

- KNOW WHAT YOU WANT – GOALS.
- WANT/DESIRE TO ACHIEVE IT – MOTIVATION.
- WORK HARD AT THE RIGHT THINGS – FOCUS.
- ALWAYS BELIEVE YOU CAN ACHIEVE IT – BELIEF. PERFORMANCE ALSO INCLUDES THE ABILITY TO RECOGNISE AND TAKE THE OPPORTUNITIES THAT COME YOUR WAY. DO YOU SEE THEM AND EMBRACE THEM AS AN OPPORTUNITY, OR DO YOU SEE CHALLENGE?

### WHO OR WHAT CAN SUPPORT YOU?

FRIENDS

FAMILY

TEACHERS

REVISION GUIDE

RESOURCES

APPS

## OUTCOME GOALS

GOALS INSPIRE YOU TO PUSH FORWARD WITH PURPOSE: TO GET OUT OF BED AND INTO SCHOOL; TO TURN OFF THE TV AND WRITE THAT ASSIGNMENT; TO GET UP OFF THE SOFA AND EXERCISE. YOU CAN THINK OF A GOAL AS THE ENGINE THAT DRIVES YOU TOWARDS YOUR DESIRED OUTCOME.

### PLANNING FOR SUCCESS WITH GOALS

- Getting organised with planning and setting yourself some goals is the first step you will need to achieve exam success. Setting yourself goals and objectives will help you organise your time and focus on your study.
- It is important to consider what you want to achieve during the exam period by setting yourself some goals. When setting study goals and tasks, the most important thing to do is be honest and realistic with yourself and your ability to study.
- When setting yourself some goals make sure you include free time for relaxation, your social life and physical activity. It is also key to keep your goals flexible so you don't get disappointed if you don't achieve your goal or it takes a little longer than planned.

### MOTIVATION

- Motivation is a key part of being able to Prepare to Perform. Knowing what you want to achieve, and why you want to do something, can help keep you motivated to do the hard work required to get the reward.

- What do you want to achieve?
- 
- Why do you want to achieve it?
- What will achieving it give you?

HOW WOULD ACHIEVING IT MAKE YOU FEEL?

Use these answers to create your OUTCOME GOAL. Outcome Goals are often influenced by things outside your control, such as competitors in sport or the way others perform in an exam. Despite this, OUTCOME GOALS are still so important in enabling you to DREAM about what is possible. For example, long before winning an Olympic medal, an athlete dreams about achieving this. Knowing what you are aiming for is a helpful motivation to put the hard work in, making you more likely to achieve what you want.

MY OUTCOME GOAL:

**BENEFITS OF STUDY GOALS:**

- YOU CAN SEE THE BIGGER PICTURE OF WHAT YOU WANT TO ACHIEVE
- GOALS PRODUCE ACTION
- GOALS MOTIVATE YOU
- YOU BECOME MORE PRODUCTIVE
- YOU KNOW WHAT YOU SHOULD BE DOING AND WHEN
- YOU WON'T PANIC AS MUCH
- REDUCE YOUR STRESS LEVELS
- BETTER SLEEP
- FEEL MORE RELAXED
- PEACE OF MIND FOR HOW YOU APPROACH THE EXAM PERIOD

***"What keeps me going is  
goals."***

***Mohammad Ali***

## PERFORMANCE GOALS

- In order to achieve our OUTCOME GOALS we need to know what we need to do to be successful. Performance goals are measurable and sometimes SMART goals.

### HOW TO SET YOURSELF SOME GOALS:

- **BE REALISTIC AND SPECIFIC** - specify when and what you will do. This will increase your chances of getting it done.
- **BREAK EACH GOAL INTO SIMPLE, DIGESTIBLE PARTS.** The easier you make it to complete each step of the goal, the more likely it is that you will eventually achieve it.
- **EACH GOAL MUST HAVE A TARGET TIME FRAME.** Make a note of them on your daily or weekly planner and on your overall revision plan.
- **WRITE DOWN YOUR GOALS ON A PIECE OF PAPER AND KEEP THEM CLOSE BY.** It's important that you make a record of them; it will keep you focused and remind you of what still has to be done. Read the list every day to keep you aware of them and reinforce them in your mind.
- **DON'T BITE OFF MORE THAN YOU CAN CHEW.** Start off with a relatively small number of goals and gradually increase their number and size as you become more effective at completing them.

IF YOU ARE TO ACHIEVE YOUR OUTCOME GOAL WHAT DO YOU NEED  
TO DELIVER IN YOUR PERFORMANCE?

E.G. ACHIEVING 65% IN MY BIOLOGY EXAM

## PROCESS GOALS

### CONTROL WHAT YOU CAN CONTROL

When trying to be the best, your hard work is a key part; there is no way around it. Hard work is the perfect combination of quality and quantity. One without the other leaves gaps in your performance.

List all of your strengths that help contribute towards your exam performance. These could be lifestyle factors, your subject knowledge, or your support network around you.

TRY TO LIST AT LEAST 10 STRENGTHS – THE MORE IDEAS THE BETTER

NOW IDENTIFY SOME AREAS THAT YOU NEED TO DEVELOP ...

CAN YOU IDENTIFY WHAT WOULD HAVE THE BIGGEST IMPACT ON YOUR PERFORMANCE?

In your lists above, identify the most important strengths to enhance and areas for development. Give each area a score out of 10 as to how big an impact it could have on your performance. It's time to be really honest with yourself here!



# PLANNING TO PERFORM

## HOW TO APPROACH THE EXAM PERIOD:

Time management and planning is essential to make sure you can realistically keep on track of your work, revision and ultimately your health and wellbeing.

We all have our own internal body clock called a circadian rhythm. All of our physical, mental and behavioural changes follow a 24-hour cycle. There are times when we:

- Have natural energy levels
- When you are 'on fire' – a good time to tackle difficult tasks
- When you are lethargic – a good time to take a break or do a different task.

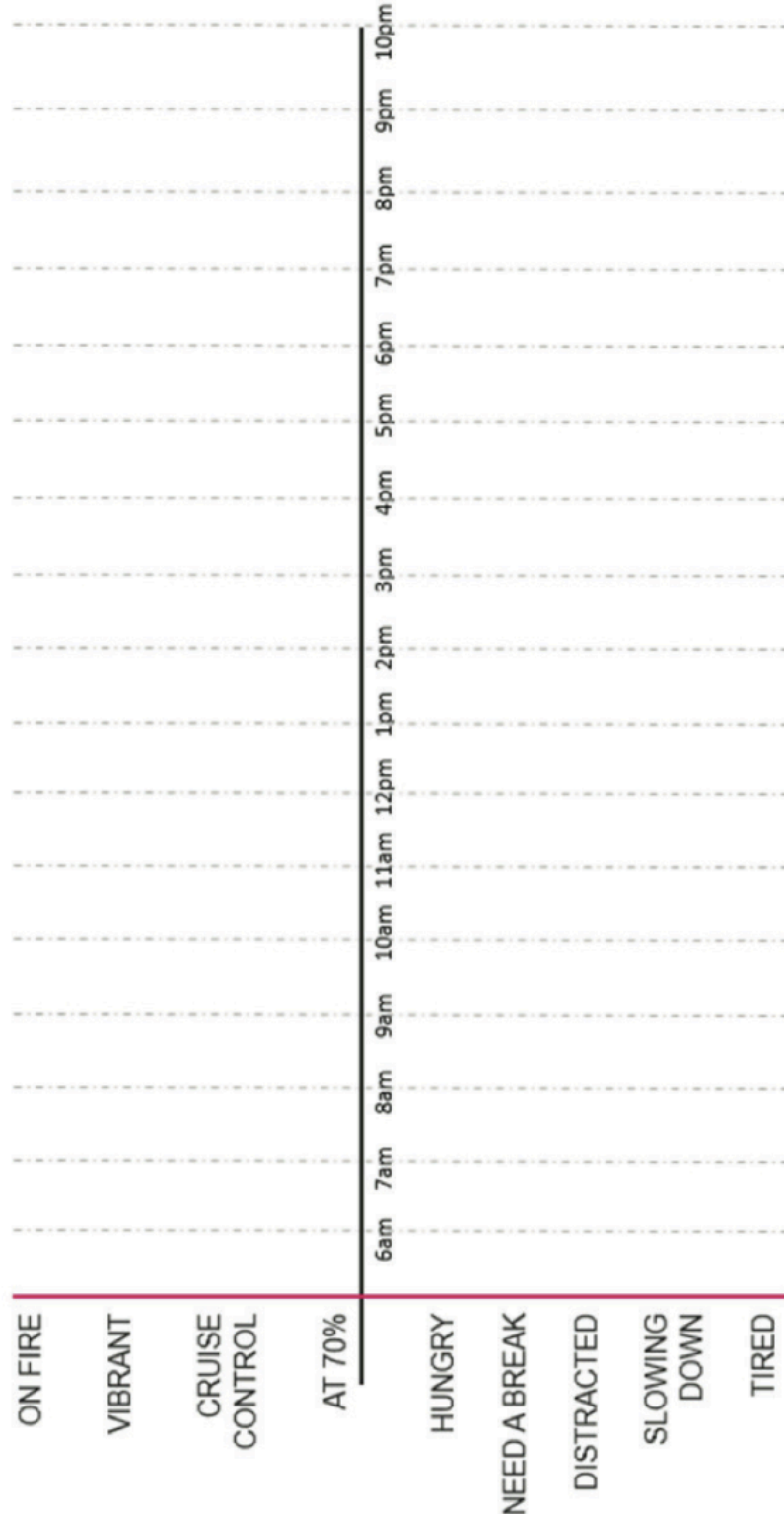
## TOP TIPS FOR PLANNING TO PERFORM:

- **PLAN OUT YOUR REVISION TIMETABLE SO THAT YOU CAN TRACK AND MONITOR YOUR PROGRESS.** Make sure you allow time for fun and relaxation so that you avoid burning out.
- **LEAVE PLENTY OF TIME TO REVISE.** Giving yourself adequate time will help to boost your confidence and reduce any pre-exam stress, as you know you have prepared well.
- **DURING REVISION AIM TO WORK IN 45 TO 90 MINUTE INTERVALS.**
- Track your natural energy levels throughout the day so you know when to tackle harder tasks.
- **TAKE A BREAK AS SOON AS YOU NOTICE YOUR MIND IS LOSING CONCENTRATION.** You will then come back to your revision refreshed. Get up and go for a walk or have a healthy snack.
- **EXPERIMENT WITH ALTERNATIVE REVISION TECHNIQUES SO THAT REVISION IS MORE FUN AND YOUR MOTIVATION TO STUDY IS HIGH.**
- **DO SOMETHING COMPLETELY DIFFERENT TO RECHARGE YOURSELF DURING YOUR EXAM PERIODS.**
- **PLAN TO REWARD YOURSELF FOR YOUR HARD WORK AFTER AN EXAM.** Do something you enjoy that makes you feel good such as going for a walk, going out for dinner and seeing friends. It's important that you let the stress of the exam go if you have more exams to sit over the next few days or weeks.

# YOUR IDEAL WORK SCHEDULE

Plot your day from waking up to going to sleep in hourly blocks and identify when you are naturally one of the following:

Plot your day from waking up to going to sleep in hourly blocks and identify when you are naturally one of the following:



# PHYSICAL ACTIVITY

## REGULAR PHYSICAL ACTIVITY IMPACTS THE BRAIN, IT...

- Boosts your memory
- Improves your concentration
- Helps reduce stress
- Lengthens attention span

### TIPS:

1. Plan your weekly workouts.
2. Have a morning stretching routine - e.g. yoga poses, meditation, seated stretching exercises.
3. Walk or be active to or from school.
4. Get some fresh air at break and lunch times.
5. Carry out some exercises whilst sitting down - e.g. arm stretches, leg lifts, and shoulder rolls etc.
6. Carry out strength exercises at least twice a week such as bicep curls, squats, press-ups, sit-ups or lunges etc.
7. Carry out housework or tidy your bedroom.
8. Push yourself to work harder each time.
9. Plan to do 30 minutes of cardio exercise at least three days a week.
10. Do something you enjoy so you will keep doing it and stay motivated!

Time/Duration	Activity Type and Details
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

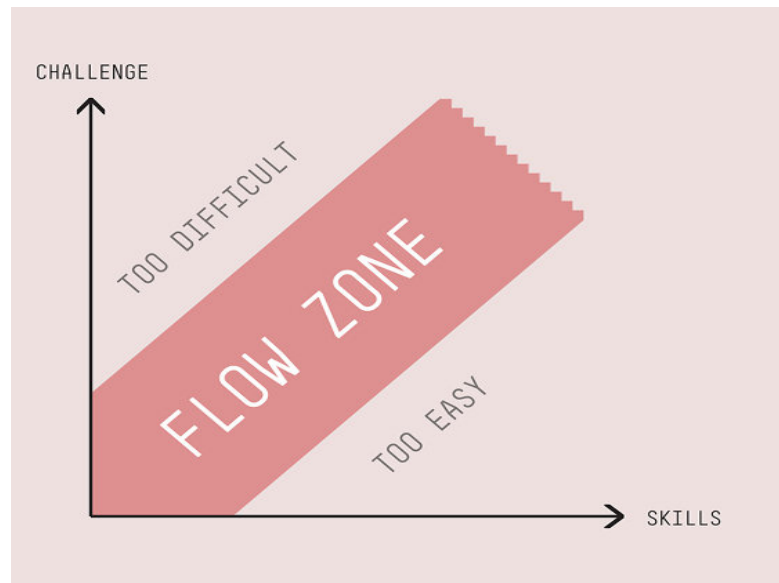
# REST AND RECOVERY

Taking a break makes a big difference to our day-to-day stress management. Without a break, we risk burnout so book things in your diary, which are relaxing, and time-out from the norm.

We all need something to take our minds off the day to day. Good outlets are activities that completely engage our bodies and minds. These are neurologically important activities that give our brain a chance to get back to neutral, to re-boot and re-charge.

## THE POWER OF REST:

- REGENERATION OF OUR BODIES
- REQUIRED FOR LIFE
- HELPS US SURVIVE
- RENEW AND RESTORE CELLS
- KEEPS US FUNCTIONING WELL
- REBUILD AND REVIVE OURSELVES
- PRODUCTIVITY AND CONCENTRATION
- EFFICIENCY AT SCHOOL OR WORK
- FOR GROWTH AND DEVELOPMENT
- TO REPLENISH OUR MUSCLES, BONES, TISSUES AND CELLS



	School / Work	Family / Friends	Physical Activity	Rest / Relaxation
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				

# SLEEP

## WHAT HAPPENS IF YOU DON'T GET ENOUGH SLEEP?

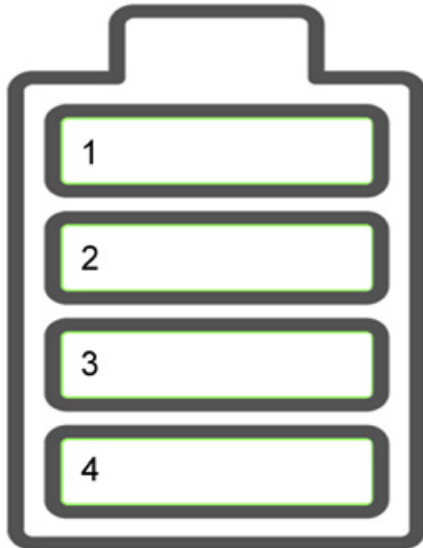
- REDUCED DECISION-MAKING SKILLS
- POORER MEMORY
- REDUCED CONCENTRATION
- REDUCED WORK EFFICIENCY
- SHORTENED ATTENTION SPAN
- REDUCED ALERTNESS
- REDUCED AWARENESS OF THE ENVIRONMENT AND SITUATION
- SLOWER THAN NORMAL REACTION TIME. Here are some top tips for getting a better night's sleep. The key is to make some small changes to your sleep routine and give it some time to notice a difference in your sleep habits.

## TOP TIPS

- CONSISTENCY: Keep a relatively consistent bedtime and wake time. Staying up late and sleeping in on weekends can disrupt your routine during the week.
- WORK: Complete your revision or work by a certain time.
- RELAXATION/ROUTINE: Develop a pre-bed routine that is relaxing and familiar. Television, work, computer use, movies and deep/stressful discussions late at night can disrupt sleep.
- UNPLUG: Shut off all electronics at least 30 mins before you go to sleep.
- STIMULANTS: Eliminate stimulants like caffeine and sugar, especially later in the day.
- EXERCISE: Incorporate this daily but not too close to bedtime.
- FULLNESS: Eating a dinner that makes you overly full can disturb sleep.
- THOUGHTS: Write them all down before you go to bed so you have a clear mind.

# SLEEP

Write down your top 4 ways that you are going to use to recharge yourself.



### TOP TIPS TO RECHARGE:

- ✓ Turn your phone off!
- ✓ Have some alone time
- ✓ Try a new hobby
- ✓ Get some fresh air
- ✓ Have a bath
- ✓ Try some yoga or stretching
- ✓ Listen to music
- ✓ Read a book

# MENTAL ENERGY

The mind is one of the biggest contributors to energy levels. The benefits of having high levels of mental energy include happiness, confidence, focus, and increased willpower, motivation, and productivity.

<p><b>PRODUCTIVE ZONE</b></p> <p><b>RESULTS</b> -High concentration, effective, energetic, proactive</p>	<p><b>PERFORMANCE ZONE</b></p> <p><b>ACHIEVEMENTS</b> – Focused, in the flow, positive stress, fulfilment, completion</p>
<p><b>BURNOUT ZONE</b></p> <p><b>TOXIC</b> – Out of control, panic, disconnected, worried, anxious, angry, fearful, reactive</p>	<p><b>RECOVERY ZONE</b></p> <p><b>ENERGISING</b> – Meditative, relaxed, regenerative, comfortable, peaceful, reflective</p>

## TOP TIPS FOR MANAGING YOUR MENTAL ENERGY:

- PRACTISE NEGATIVE VISUALISATION—Negative visualization is practiced to lessen the impact if these scenarios do come true.
- SURROUND YOURSELF WITH GREAT PEOPLE BUILDING RELATIONSHIPS MAKES US HAPPY AND GIVES US ENERGY. Spend time with people who think positively, and have a lot of energy, and talk in a positive tone. It will make you think more positively and give you energy.
- THINK POSITIVELY—THINKING POSITIVE THOUGHTS WILL MAKE YOU FEEL MORE POSITIVE. Feeling more positive and optimistic will boost mental energy.
- DE CLUTTER YOUR MIND—YOU WILL BE VERY BUSY AND HAVE A LOT OF THINGS ON YOUR MIND, SO DE CLUTTER IT BY SETTING REMINDERS AND KEEPING A DIARY, SCHEDULE OR TIMETABLE. To DE clutter your mind; keep as much as you can outside of your brain. Keep a to do list.
- GO OUTSIDE—EXPOSING YOUR SKIN AND EYES TO SUNLIGHT WILL GIVE YOU VITAMIN D, WHICH CAN BOOST ENERGY.
- HAVE FUN! —DON' T FORGET TO ALLOCATE TIME TO FRIENDS AND FAMILY, HOBBIES, ETC. These activities provide excitement and keep you motivated. Having fun stimulates your brain in a way that improves energy levels.
- STIMULATE YOUR MIND—KEEP YOUR MIND STIMULATED BUT NOT OVERWORKED. Mental challenge will give you energy, but too much may leave you fatigued. If you stick too close to the same routine, your brain can go into “auto-pilot.” Try breaking your routine. Learn something new. Go on a spontaneous adventure to give yourself a fresh perspective.
- TAKE TIME OUT—GREAT WAY TO BOOST MENTAL ENERGY.

## ACTIVITY:

- MY MENTAL ENERGY GAME PLAN
- WHICH ZONE DO YOU OPERATE IN THE MOST?
- WHICH ZONES DO YOU NEED TO FOCUS ON?
- HOW ARE YOU GOING TO IMPROVE YOUR MENTAL ENERGY?

## STRATEGY 1: RANKING TRIANGLE

THE MOST IMPORTANT INFORMATION GOES AT THE TOP AND THEN THE LEAST IMPORTANT AT THE BOTTOM. MAKE SURE YOU JUSTIFY WHY YOU THINK IT THE MOST/LEAST IMPORTANT.





## STRATEGY 2: TAKE A SECTION OF THE TEXT AND DO THE FOLLOWING

1. Prioritise: Underline the three most important sentences here.  
Rank 1-3, briefly explain number 1 then cross out the least important sentence

2) Reduce: Reduce the key information into 12 words

3) Transform: Transform this information into 4 pictures or images (no words allowed)

4) Categorise: Sort this information into three categories. Highlight and think of a suitable title for each

5) Extend: Write down three questions you'd like to ask an expert in this subject.

# STRATEGY 3: 'BOXING UP' ACTIVITY

READ THE TEXT AND THEN PUT YOUR THOUGHTS IN TO DIFFERENT BOXES SO THAT YOU HAVE 'BOXED UP' THE TEXT.

**Box 1:** 3 things I did not know

**Box 2:** 3 things I understand better now

**Box 3:** 3 things I already knew

# STRATEGY 4: QUESTION TIME

WHEN YOU READ ANY TEXT YOU SHOULD BE ASKING IT QUESTIONS NOT JUST LETTING IT WASH OVER YOU. READ YOUR TEXT AND PAUSE AND ASK IT QUESTIONS E.G. 'WHAT DO YOU MEAN WHEN YOU SAY '....''?

Questions I'm asking the text	Answers to those questions	Things I need to ask my teacher

# STRATEGY 5: QUIZZING

READ THE TEXT AND COME UP WITH 10 QUESTIONS TO ASK SOMEONE ABOUT THE TEXT.

	Question	Answer
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

## STRATEGY 6: TRANSFORMING

TURN THE MATERIAL YOU HAVE READ INTO UP TO 6 PICTURES — ONE PER PARAGRAPH OR ONE PER KEY PIECE OF INFORMATION. THE PICTURES MUST REPRESENT THE INFORMATION SO THAT THEY CAN ACT AS A REMINDER OF WHAT THE TEXT SAID. UNDERNEATH EACH PICTURE, EXPLAIN YOUR THINKING.
