



How to concentrate effectively

Top tips to help you focus when revising



Choose your workplace...

Where you work can affect how you feel when revising and working.

Having a regular workplace can be reassuring and offer less distractions.

Alternatively, moving about can make revising feel less repetitive and claustrophobic.

Choose what works best for you.

Manage distractions

Reduce time wasted on other activities

It is always tempting to leave your revision aside for a few minutes to look at social media, check your phone or watch TV.

Taking steps to reduce access to non-essential distractions can really boost your concentration.

- Try changing the notification settings on your phone to reduce constant alerts.
- Download an app that restricts your access to your phone or social media for a certain amount of time.
- Organise your workspace in a way that reduces access to distractions e.g. leave your phone or iPad in another room.



Set your daily priorities and objectives

START

Begin the day with a set of clear objectives or priorities. This way, your work and efforts will not feel directionless.

BE REALISTIC

Ensure that your objectives are achievable and not unrealistic. Whilst it is good to be ambitious you want to balance this with a likelihood of reaching your goals.

ORGANISE

Consider the order in which you want to prioritise your objectives. Perhaps start with the most challenging and then progress to easier work as the day progresses.

HAVE PATIENCE

It will not always be possible to complete your objectives in a single day. If not, be adaptable and carry your goals over to the following day.



Take regular breaks

It is very important that you take regular breaks from your studies to keep your concentration fresh.

Perhaps structure each hour of your working day to include both work and relaxation.

Try, for instance, the Pomodoro time management method of approximately 25 minutes work followed by a break.

Go for a walk, listen to music or go on social media. Whatever helps you relax.

Make a timetable

Timetables keep your daily revision schedule focused. Create one that works for you. Use MS Excel or Outlook calendar for a more formal outline. Alternatively use sticky notes on your wall and rearrange them as needed. Remember to plan for regular breaks, exercise, meals etc.



10:00am

REVISE FOR PUBLIC RELATIONS MODULE EXAM

Cover topics A, B and C. Take a break at 10:25 and 10:55am.

11:00am

REVISE FOR TOURISM MODULE EXAM

Cover topics D and E. Take a break at 11:25 and 11:55am.

1:00pm

LUNCH

Alongside lunch, go for a 30 minute walk.

Academic Achievement Team

Here to offer guidance about academic skills
throughout the exam period.

EMAIL ADDRESS

Achieve@ljmu.ac.uk

WEBSITE

<https://www.ljmu.ac.uk/microsites/library/skills-ljmu>

