



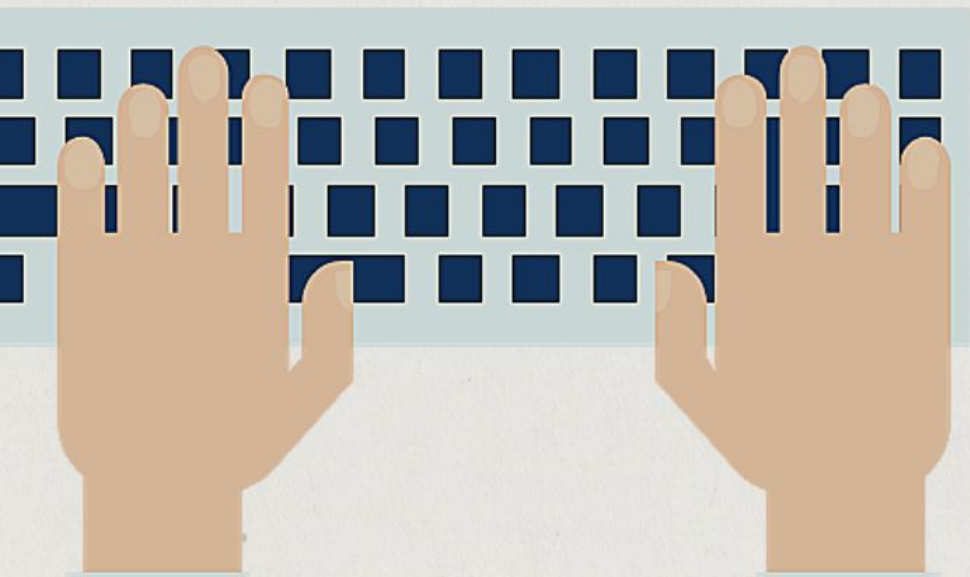
UNIVERSITEIT VAN PRETORIA  
UNIVERSITY OF PRETORIA  
YUNIBESITHI YA PRETORIA

Department of  
Student Affairs

Departement Studentesake  
Kgoro ya Merero ya Balithuti


# Test & Exam Preparation Workshop

Student Counselling Unit  
2022



RELA  
TAB  
LE???





BY FAILING  
TO PREPARE,  
YOU ARE  
PREPARING  
TO FAIL.

— BENJAMIN FRANKLIN

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# Time Management



# IDENTIFY AND AVOID YOUR TIME WASTERS



What are they?

What are the consequences?

What really is going on – are these distractions internal or external?

What strategies can you put in place to tackle these?

# SET UP A STUDY AREA



Set up a study space **strictly** for studying

Using the space you have **optimally**

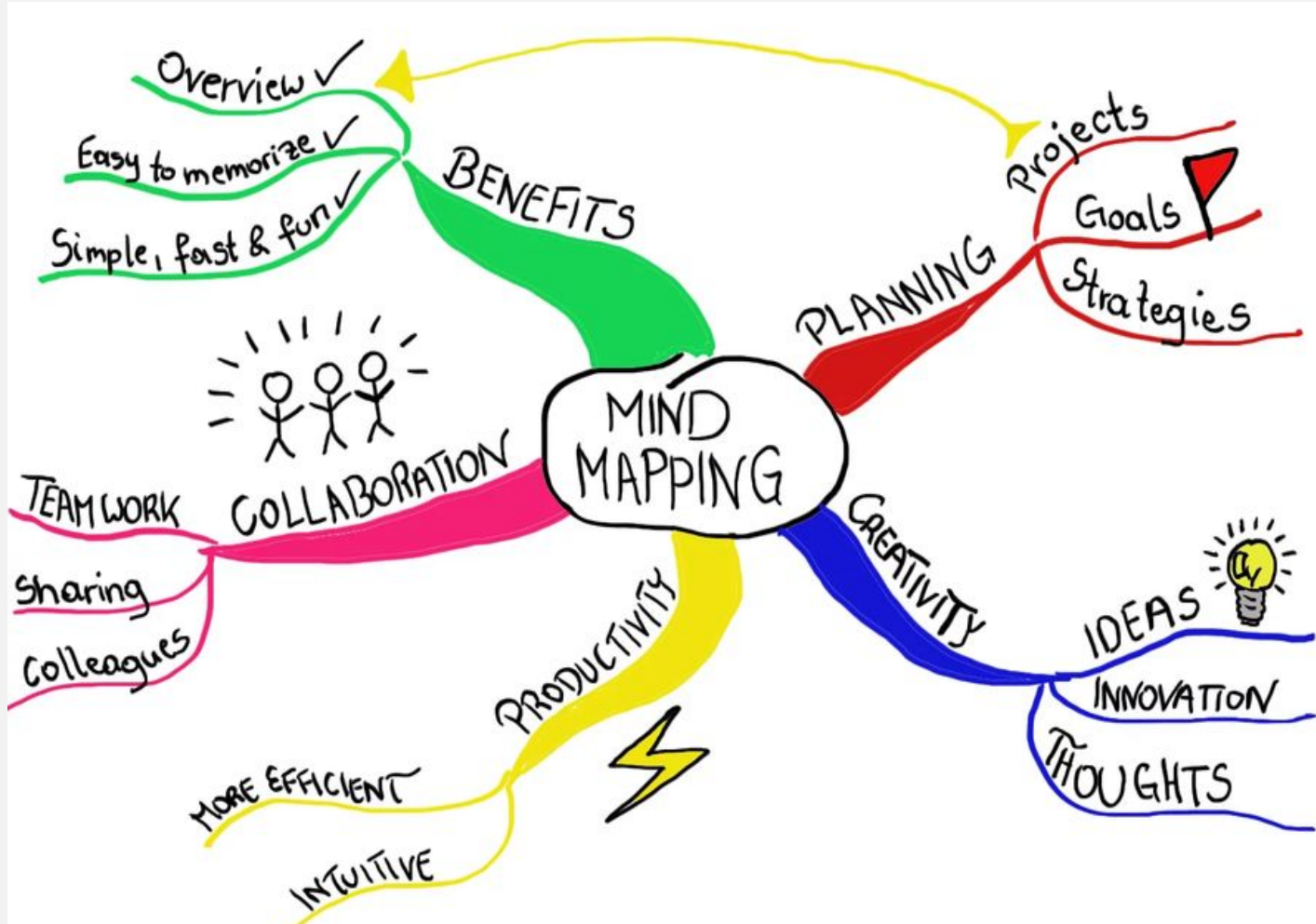
**Free** your space from interruptions

Working more during **quiet** times

Keep study material **nearby**



# MANAGING YOUR PRIORITIES



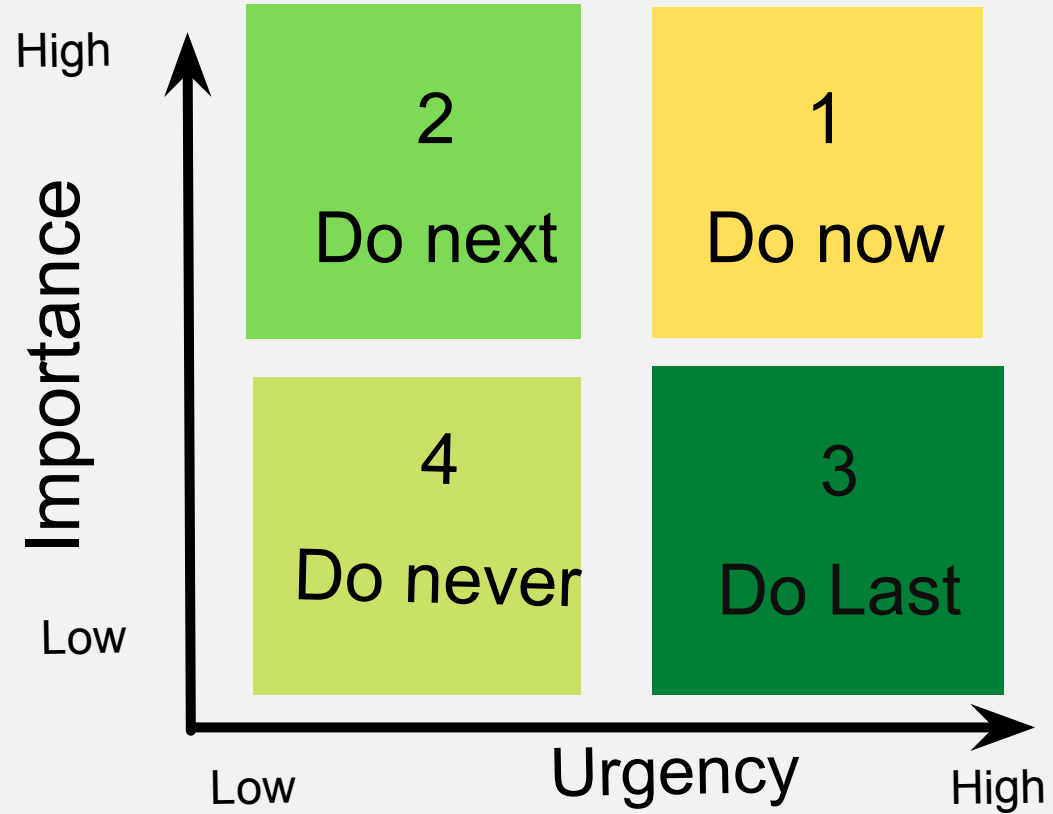
Attend all classes.

Revise your work.

Find a study method that works for you.

Find study hours that work for you.

# MANAGE YOUR PRIORITIES





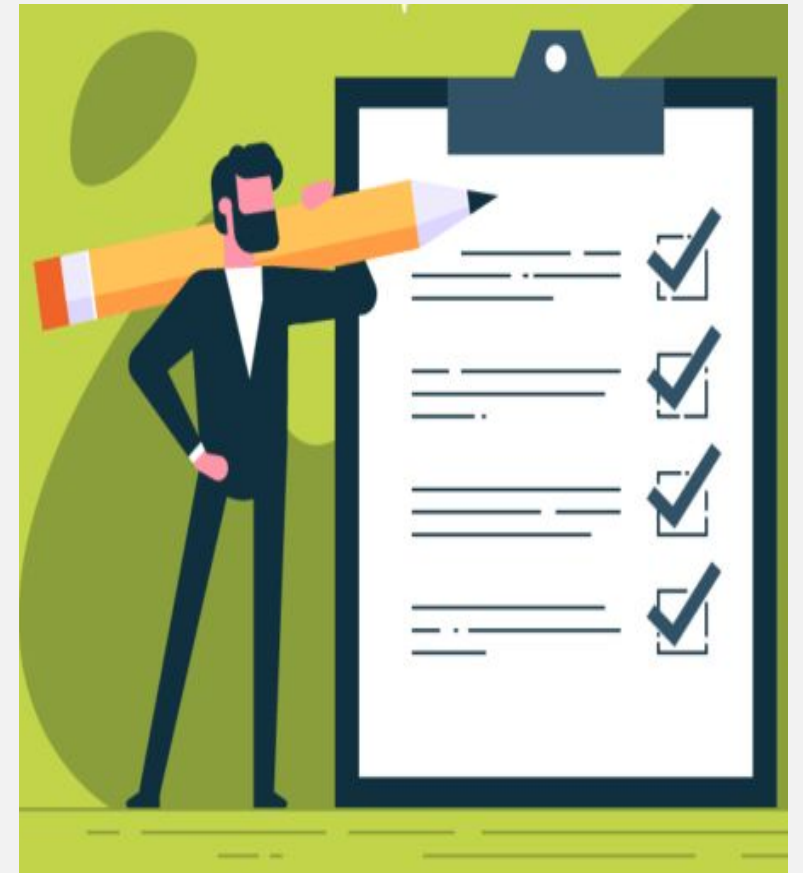
## CREATE A LIST OF RESPONSIBILITIES



Consider what you need to do to complete all the task on your to-do list.



Check and cross off your tasks as you successfully complete them.



# CONSIDER DEADLINES



Your most urgent, complex and larger tasks should be tackled first.

Break them down into smaller goals and work on them consecutively.

Think and plan for the unexpected.

# CREATE AN EFFECTIVE STUDY PLAN

Think about...

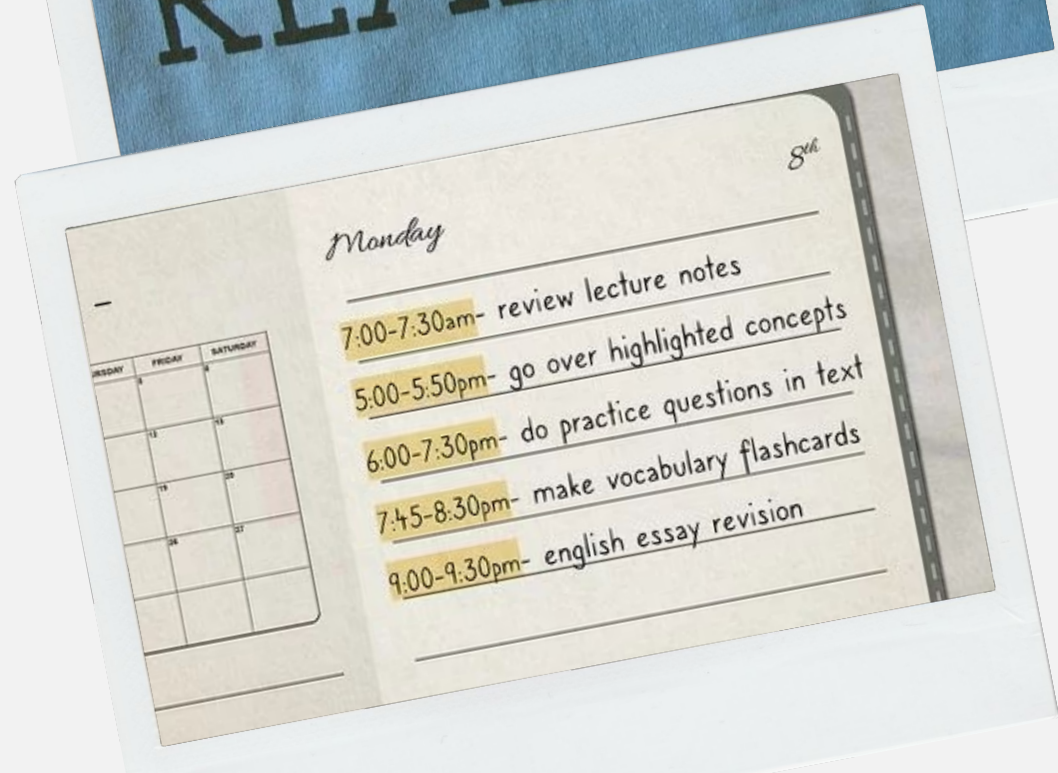
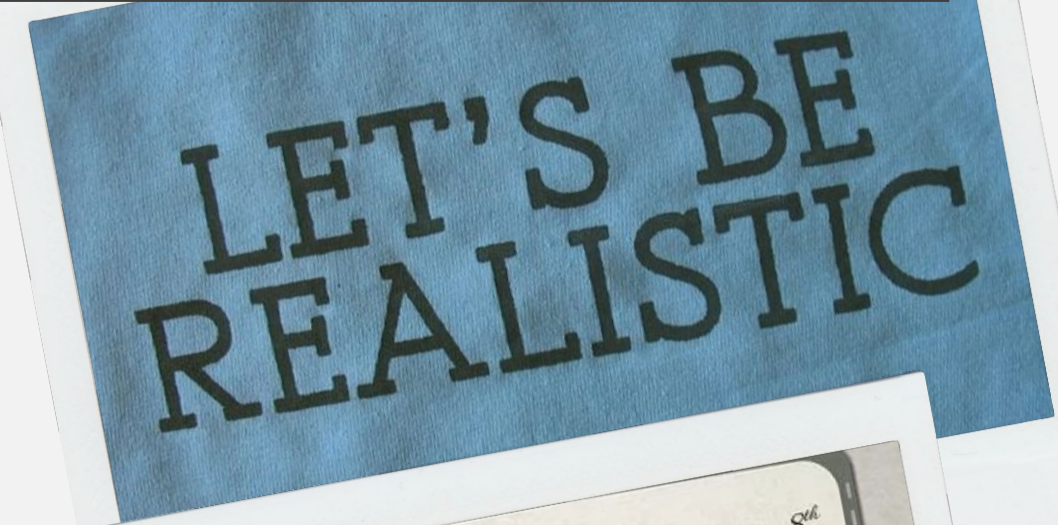
How many **subjects**?

How many **chapters** per module?

What **topics** should I cover first?

How many **hours** per chapter?

How much **time** per module?



Example: Study Planner

Module: \_\_\_\_\_

Test / Exam Date: \_\_\_\_\_

Time Needed: \_\_\_\_\_

TOPICS / CHAPTERS TO STUDY

|  |
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|  |
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HOURS

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IMPORTANT / URGENT TASKS: DO NOW

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IMPORTANT / LESS URGENT TASKS: DO NEXT

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URGENT / LESS IMPORTANT TASKS: DO LAST

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IF I HAVE TIME

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TO DO LIST

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NOTES:

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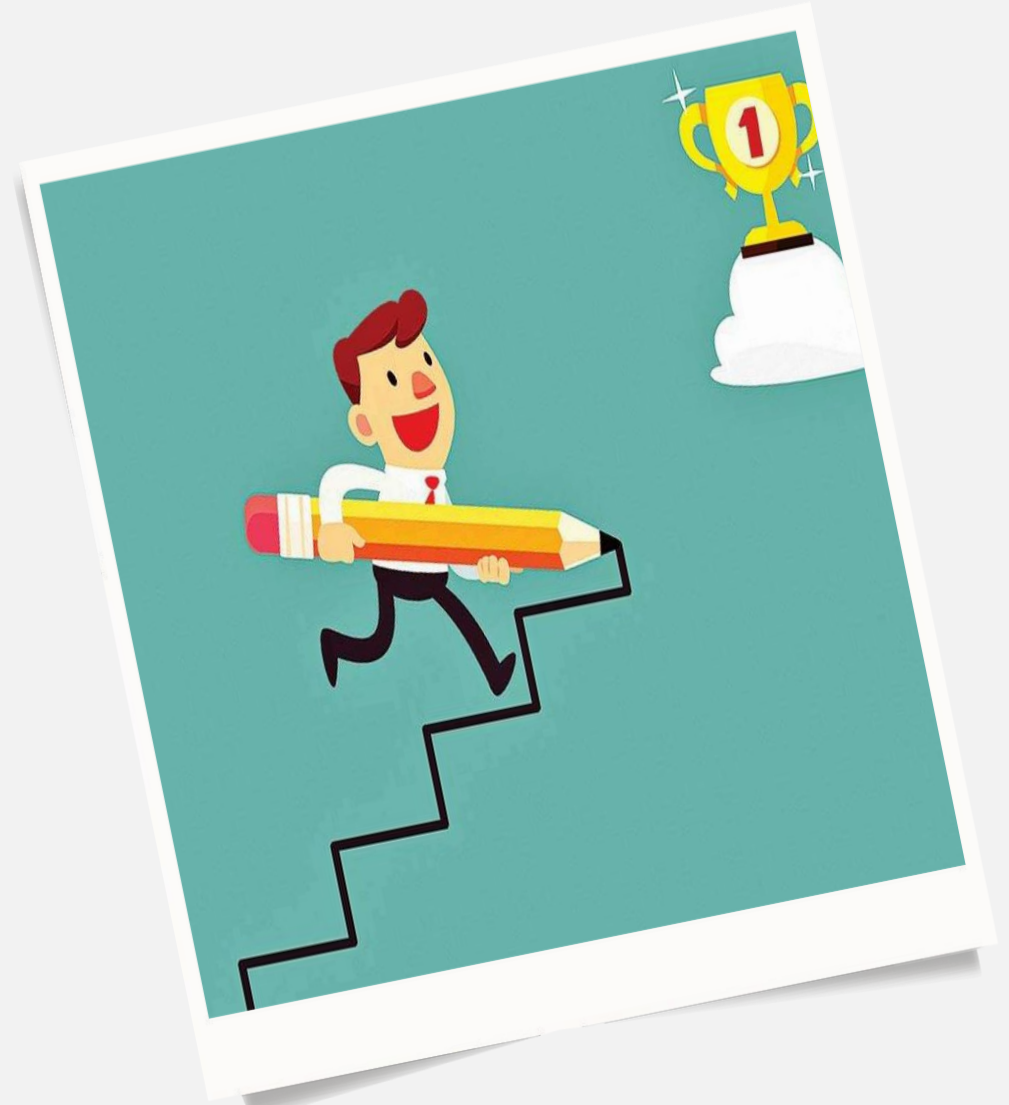




## REWARD YOURSELF

**Positive reinforcement** encourages healthy behaviours in the long run.

It could be a sweet treat, a 15 minute break, or a 15 minute enjoyment of your favourite music.



# JOIN A STUDY GROUP

Join a study group.



For the session to be productive, **plan** what to cover before meeting.

Try to **stick to** the planned topic.

Use any available and accessible technology platform, e.g.  
WhatsApp / Zoom / Google Meet.

# ACTIVITY TIME



**Overall what do you  
need to work on?**





S T R E S S



# What is stress?

- Stress can be defined as any type of change that causes physical, emotional, or psychological strain. Stress is your body's response to anything that requires attention or action.
  - Everyone experiences stress to some degree. The way you respond to stress, however, makes a big difference to your overall well-being
-

# Types of stress

**Positive stress** which has the following characteristics:

- Motivates, focuses energy.
- Is short-term.
- Is perceived as within our coping abilities.
- Feels exciting.
- Improves performance.

**Negative stress** has the following characteristics:

- Causes anxiety or concern.
- Can be short- or long-term.
- Is perceived as outside of our coping abilities.
- Feels unpleasant.
- Decreases performance.
- Can lead to mental and physical problems.



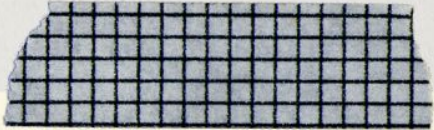
# Stress Management

- Stress management is defined as the tools, strategies, or techniques that reduce stress and reduce the negative impacts stress has on your mental or physical well-being.
- Your creativity, motivation, productivity, and even your immune health can suffer due to chronic ongoing stress,
- Effective stress management helps you break the hold stress has on your life, so you can be happier, healthier, and more productive. it can also lower your risk for other conditions — like heart disease, obesity, high blood pressure, and depression.

# Stress Management Techniques

- **Eliminate stressors:** Evaluate various possible solutions to the problem that can help solve the problem/stressor.
- **Reframe your thinking:** Your perception of a stressful situation influences your perceived ability to cope with and manage stress, reframing your thoughts can help manage stress better.
- **Cultivate social support:** Reach out to friends and family, organisations (religious, counselling services etc..)
- **Practice gratitude:** Take a moment to reflect on all the things you appreciate in your life.
- **Engage in physical activity:** Go for a walk, exercise, meditate, deep breathing exercises





## 1. *Staying mentally fit*

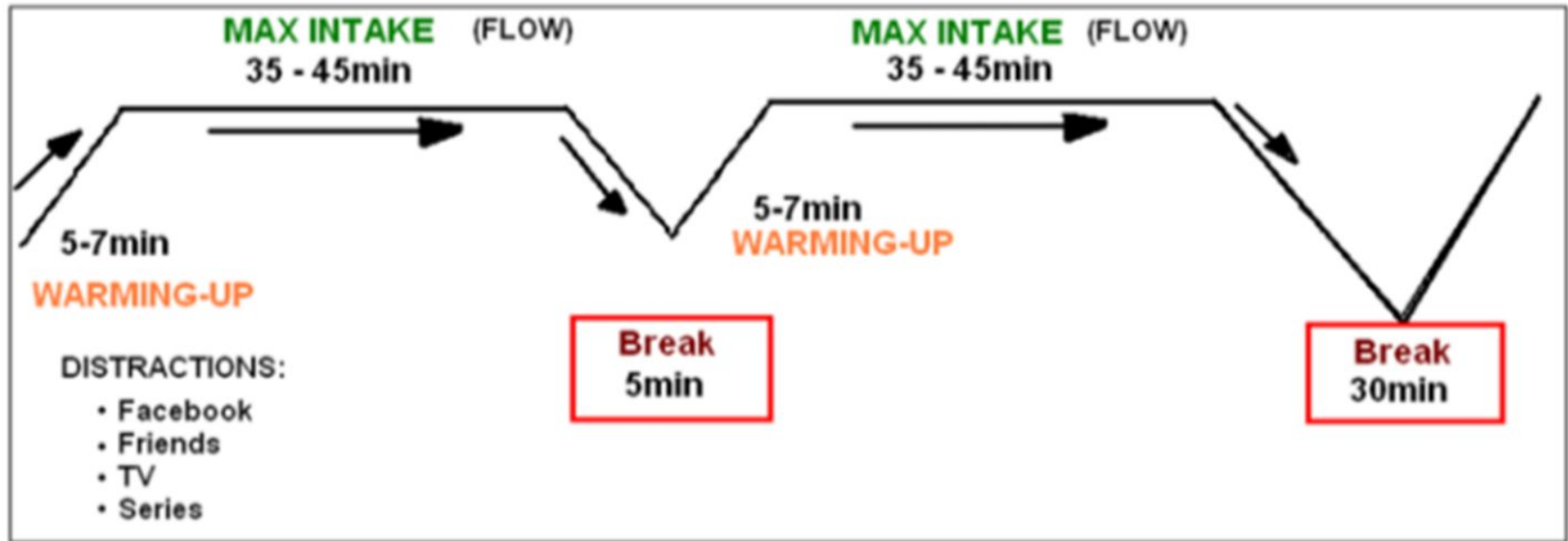


- Be aware and acknowledge your emotions.
- Identify what you can or cannot control.
- Use reflective journaling.
- Think of what you need to start doing today.
- Change how you see the situation.
- Stay positive.

Realise that **a certain amount of stress**  
**is essential.**

## 2. Understanding the concentration cycle.

### CONCENTRATION CYCLE



: Repeat :



SO....

- Watch out for negative self-talk.
- Focus on what you can control.
- Nurture a realistic beliefs
- Maintain a healthy lifestyle.
- Do Mindfulness Meditation exercises



- Plan.
- Have goals and objectives.
- Study consistently.
- Revise.
- Have a support network.
- Communicate.
- Become aware of your own personal sources of stress.
- Develop assertive behaviour.

*find your*  
BALANCE

YOU CAN DO IT!



All the best on your  
Tests & Exams!





# References



Sibanyoni, N., & Pillay, R. (2014). 'Like Playing with Fire Under a Hut'-You Will Get Burnt If You Do Not Adjust: Reflections of Social Work Students on Adjusting to University Life. *Critical Studies in Teaching and Learning*, 2(1), 96-119.

Il-haam, P., Johann, L., Kitty, D. (2009) Adjustment to university and academiperformance among disadvantaged students in South Africa, *Educational Psychology*, 29:1, 99-115, DOI: 10.1080/01443410802521066

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