Making an effective Revision Planner
Making an Effective Planner

- Go onto the school website, click on GCSE Year 11 Support button under the Online Services section. Click the link to the revision planner. When prompted, save the revision planner to your desktop or to My Documents.

- Open the Revision Planner using Microsoft Excel. You will see that there are 3 workbooks in Excel. The first one is a copy of this document, then there is a sample revision planner for a school week, then there are two blank ones for you to make your own Revision Planner.

- You will need to amend your Revision Planner as you add more sessions and your revision builds, and also need to make a new one when you start study leave. The notes below tell you how to go about making your own personalised revision planner:

**Basic Rules of Making a Revision Planner:**

- First of all, work out the subjects that you need to revise. Then work out how many sessions (30 minutes per session) you intend to revise per week for each subject. Fill this information in on your revision planner on the right hand side of the weekly planner. You should now know how many revision sessions you are starting with per week. (This number may start out as two or three sessions per subject per week, building up as you move closer to the examination period).

- Now you need to go through your week and block out the times when you do NOT want to revise. This may be because you have other commitments, or there are certain times when you know you will not revise e.g. Friday evening. Remember though that revision will require some commitment from you and you will have to do more work over the coming months than you would normally do.

- When you have blocked out the times you do not want to revise, you are now ready to place your sessions into the spaces that you have created.

- **IMPORTANT:** Always leave at least 15 minutes break between each revision session, preferably 30 minutes. Use this time to do something other than revision: watch TV or do something mindless, so that your brain has a break before your next revision session.

**How long should I spend revising each week?**

- On a school week you should aim to spend about 10 hours a week (including weekends) revising in 30 minute blocks (e.g. 6 hours during the week and 4 hours during the weekend)

- On a non-school week, you should aim to spend 5 hours a day revising, plus 5 hours over the weekend in 30 minute blocks.
Some tips:

- Start off with 2 or 3 sessions per subject per week, then build up to more as you need them.

- Tick off revision sessions as you do them. If you miss one – which you will sometimes – build it in somewhere else so that you catch it up.

- Revision is only effective if you spend the time ACTIVELY revising, and not wasting time getting resources together. Use the full 30 minutes to revise, and not sort out your materials.

- Ideally – to start off with – do 2 or 3 sessions per evening. Obviously when you start study leave, you will have more time in the day to build in to your planner.

Finally …

- There is no point in doing this if you don’t actually do the sessions: you need to make revision sessions an important part of your week.

- Get started as soon as possible! Good luck with your revision!