



Free Friday Download

Study Skills Mini Guide

What this mini guide gives you

- A 30minute study routine that reduces stress and procrastination.
- A simple note method that helps students remember what they read.
- A weekly planner page that makes studying predictable.
- A progress tracker for parents and students, no arguing required

Students	Parents	Tutors
Focus, plan, finish Use Page 1 for the routine, Page 2 for techniques and planning.	Support without pressure Use Page 1 for the routine, Page 2 for techniques and planning.	Consistent routines that stick Use Page 1 for the routine, Page 2 for techniques and planning.

30 Minutes Study Sprint	
3 min	Set up the space: Water, materials, one clear workspace, phone away.
2 min	Pick the win: Choose the easiest section first to build momentum.
20 min	Focus sprint: One subject only, timer on, no multitasking.
3 min	Recall: One subject only, timer on, no multitasking.
2 min	Reset: Packup, tidy, decide the first task for tomorrow.

Coaching prompts that help

- What is the first question asking?
- Show me the first step, not the whole answer.
- Where is the example in your notes?
- What would you do next if I were not here?
- Let's do one together, then you do the next one.
- We stop when the timer ends; small wins count.

3 Techniques That Raise Grades

Pick one technique, use it for 7 days

Cornell Notes

Best for reading, lectures, history, science

Make notes you can study in 5 minutes

- Left side, questions, key terms, why it matters
- Right side, notes, examples, worked problems
- Bottom, summary in 2 sentences, use your own words

Retrieval Practice

Best for quizzes, vocab, concepts, and formulas

Remember more by testing yourself

- Close notes, write what you know from memory
- Check, circle gaps, fill gaps, repeat once
- Turn headings into questions, answer without looking

Spaced Review

Best for test prep and finals

Short reviews beat long cramming sessions

- Review the same topic on Day 1, Day 3, Day 7
- Use 10 minutes, not an hour, stay consistent
- End each review with 3 questions you can answer

Weekly Study Planner

Each day, take note of what you've done, track your progress and choose your 5 minutes reward (music, snacks, walk, etc)

DAY	NOTES	PROGRESS TRACHER	REWARD
MON		☐ Done ☐ In Progress ☐ Missed	
TUE		☐ Done ☐ In Progress ☐ Missed	
WED		☐ Done ☐ In Progress ☐ Missed	
THUR		☐ Done ☐ In Progress ☐ Missed	
FRI		☐ Done ☐ In Progress ☐ Missed	
SAT		☐ Done ☐ In Progress ☐ Missed	
SUN		☐ Done ☐ In Progress ☐ Missed	