

NILE TUITION ACADEMY

Excellence in Focus and Time Management Tuition

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Focus and Time Management

Plan, focus, review · Study Skills

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Study Skills

16 entries

Revision is about quality, not just hours. Here is how to plan your time, beat distraction, and actually focus when you sit down to work.

Plan your time

Build a weekly timetable	Block out your week before it starts. Mark in school, clubs, meals and sleep first, then drop revision into the gaps that are left. You will see exactly how much time you really have, which stops you from over-promising and then giving up.
Work backwards from the exam	Write the date of each exam at the top of your plan and count the weeks left. Share the topics out across those weeks so the harder subjects get more slots. A topic with a date next to it gets done; a vague to-do list does not.
Pick the topic, not just the subject	Do not write "do maths" on your plan. Write "practise simultaneous equations". A specific target tells you when you are finished and stops you drifting to the easy bits you already know.
Two or three subjects a day	Switching between a few subjects in one day keeps your brain fresh and stops you getting bored or stuck. Give each one a proper block rather than five minutes here and there.

Beat distraction

Put your phone in another room	Out of sight really does mean out of mind. If the phone is on your desk you will check it without even deciding to. Leave it in another room, or give it to a parent, until your session is done.
Turn off every notification	Each buzz pulls your attention away, and it takes several minutes to get back into deep work afterwards. Switch on Do Not Disturb or silent mode so nothing can interrupt you while you study.
Clear your desk first	Tidy away anything you do not need for this topic. A clear space means fewer things to fiddle with and fewer excuses to wander off. Keep water, a pen and your notes; remove the rest.
Park stray thoughts on paper	When a random thought pops up, like a message you need to send, jot it on a scrap of paper and carry on. You deal with it in the break instead of letting it derail you now.

The focus session (Pomodoro)

Work in 25 minute sprints	Set a timer for 25 minutes and do one thing with no interruptions. A short, fixed limit feels far less scary than "revise all afternoon", so it is much easier to start.
Take a five minute break	After each sprint, stop and rest for five minutes. Stand up, stretch, get a drink or look out of the window. Resting on purpose is what lets you keep going for the next sprint.
Longer break every four sprints	After four sprints take fifteen or twenty minutes off. This rhythm of work and rest stops the tiredness building up, so your last hour is almost as sharp as your first.
Start before you feel ready	Motivation usually arrives after you begin, not before. Promise yourself just one sprint. Once the timer is running the hardest part is already behind you.

Look after your brain

Protect your sleep

Aim for eight to nine hours and keep your bedtime steady. Sleep is when your brain files away what you learned that day, so a late night of cramming often costs you more than it gains.

Move and eat well

A short walk, fresh air and proper meals all help you concentrate. Sugary snacks give a quick lift then a slump, so reach for water and steadier food when you have a lot to get through.

Common mistakes

Mistaking long hours for good work

Sitting at your desk for six hours while half watching videos is not six hours of revision. Short, fully focused sessions beat long, distracted ones every time.

Only revising what you enjoy

It feels good to redo topics you already know, but it changes very little. Spend most of your time on the parts that make you uncomfortable, because that is where the marks are hiding.