

RELAXATION AND LIFE-BALANCE

KEY CONCEPTS



Relaxation

- ✓ Relaxing before revising information helps your brain become more receptive. Relaxation strategies also help you cope under stress.

Life-balance

- ✓ More awareness of how you organise your time helps balance your life with the things that are most important at the moment. You can also use 'tools' to help you be more efficient and effective with your time.

NOTES

Relaxation: Anxiety comes from your interpretation of a stressful situation. The mental/emotional approach to cope is to change how you see a difficult situation by 'reframing' it in your mind. For example, see it as a challenge to overcome the situation or an opportunity to learn an important skill.

The physical and behavioural approach to cope with stress uses physical relaxation exercises. Sit comfortably. Breathe in through your nose and out through your mouth. With self-talk, start saying: '*relax, relax, relax.*' Imagine any tension leaving your body on the out-breath. To relax during a test or exam: breathe in counting four seconds, hold your breath for 16 seconds and breathe out for eight seconds. Breathing out more air than you breathed in helps calm your nervous system.

Life-balance: Organise your time. Draw a time-planning page showing two weeks leading up to a test or exam. Schedule and prioritise revision at least three times before the test. For example: Maths on Monday and Tuesday (within 24 hours) – and then the following Monday (within a week). Include some practice tests and give more time to weaker subjects. Schedule leisure activities as well as a treat after the exam to motivate and reward yourself for your efforts. Plan revision around times of the day when you are feeling most alert and also find time to revise when you are doing activities that may not require much attention – such as doing the dishes.

You can also make a list of all the things that distract you and/or generally waste your time during test or exam preparation. Take action to reduce or prevent these from happening.

QUESTIONS

1. In what ways do you recognise feeling stressed or anxious during test or exam time? Are these mental, emotional, physical or behavioural symptoms?

2. Based on what you have learned from this topic, how would you organise your revision time for a test next Thursday?

Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1							
2				TEST/EXAM			

3. What distractions do you find occur the most when you are revising for exams and how could you fix them? For example: your little sister interrupting your study and you finding a new place to study.

4. What ways do you find yourself wasting time to avoid revising? For example: watching television. In what ways could you reduce them in the future?

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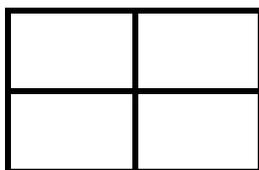
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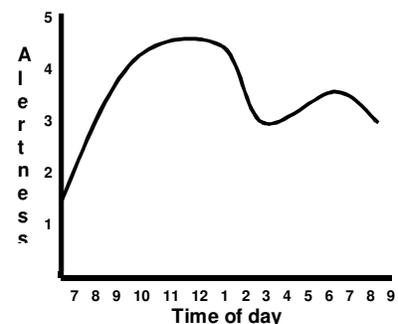
1. In what ways do you recognise feeling stressed or anxious during test or exam time? Are these mental, emotional, physical or behavioural symptoms?

2. With exams coming up, how would you arrange a two week planner based on the notes given in this topic?

3. How would you prioritise your weekly activities in a four-quadrant chart using these headings? Urgent / Important: Urgent / Not Important: Not Urgent / Important: Not Urgent / Not Important



4. During what times of the day do you normally feel most alert? Chart your body rhythms by drawing a diagram like the one shown here.



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You can also make a list of all the things that distract you and/or generally waste your time during test or exam preparation. Take action to reduce or prevent these from happening.

QUESTIONS

1. In what ways do you recognise feeling stressed or anxious during test or exam time? Are these mental, emotional, physical or behavioural symptoms?

2. With all your exams coming up, how would you arrange a two week planner based on the notes given in this topic?

3. How would you prioritise your weekly activities in a four-quadrant chart using these headings? Urgent / Important: Urgent / Not Important: Not Urgent / Important: Not Urgent / Not Important

Record and listen in car
Laminate notes for shower

4. In what ways could you revise for exams while you are doing something else that does not require your attention? For example, record revision notes and listen to them while exercising.