



S U C C E S S  
I N T E G R A T E D

presents

**On Xmg\_j`g`zf Success**

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# Time Management

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## Step 1: Plan

Write down all tasks

## Step 2: Prioritise

Order of importance

## Step 3: Break it down

Break it down

## Step 4: Times

Allocate time frames



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# Time Management

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## Monday 15 February

### 3 6]c`c[ ma CH.6 Qs 1-3

Q.1

12 mins

Q.2

9 mins

Q.3

18 mins

### 1 English: Analyse Article

~~Read article & underline key points~~

~~7 mins~~

~~Draw up a mind map~~

~~27 mins~~

### 2 Accounting: Revise Ch.3 Double Entry

~~Memorise double entry rules~~

~~15 mins~~

~~Complete Trial Balance~~

~~22 mins~~

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# Study Skills

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## Study in chunks

50 mins study

5/10 mins break

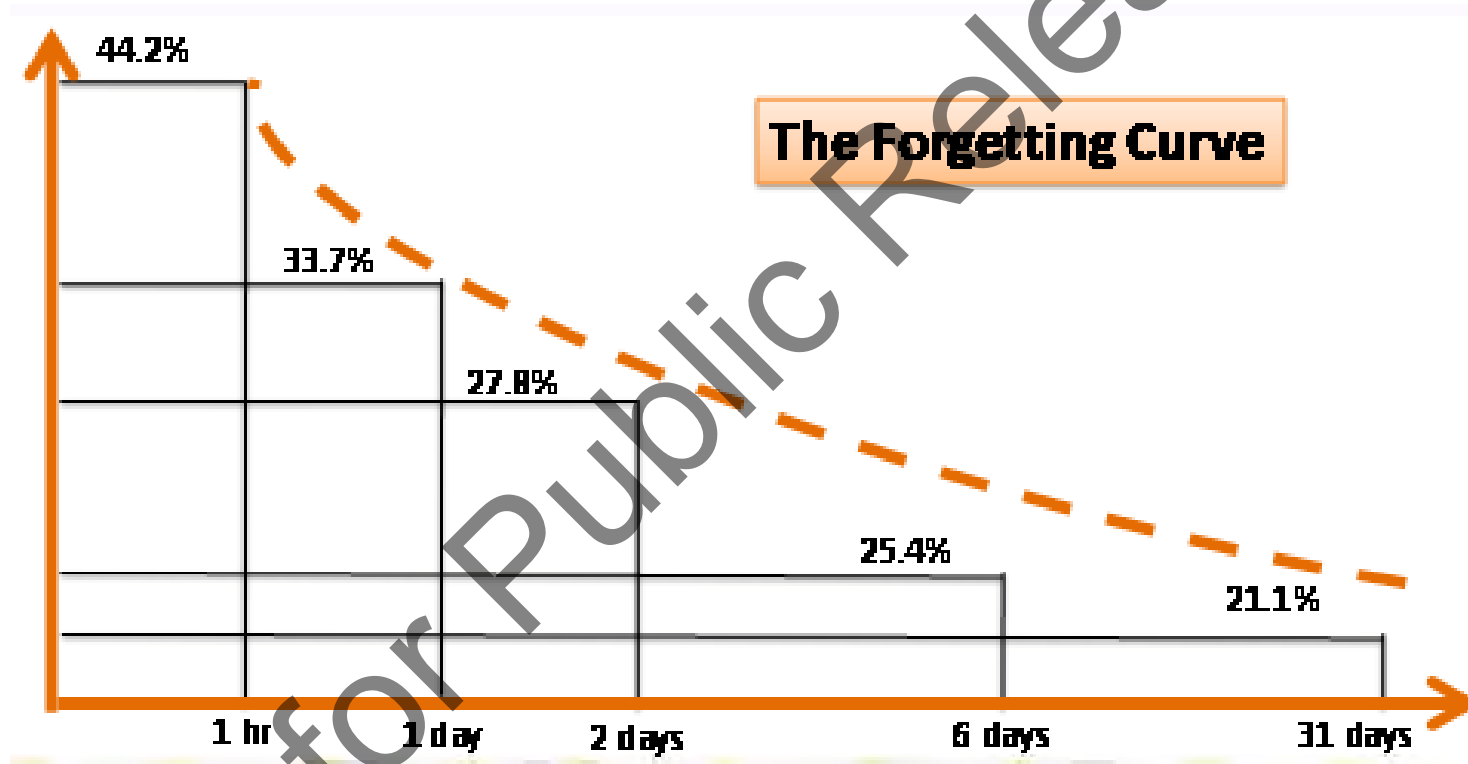
Learn chunks of information **not** whole slabs

- Primacy & Recency Effect

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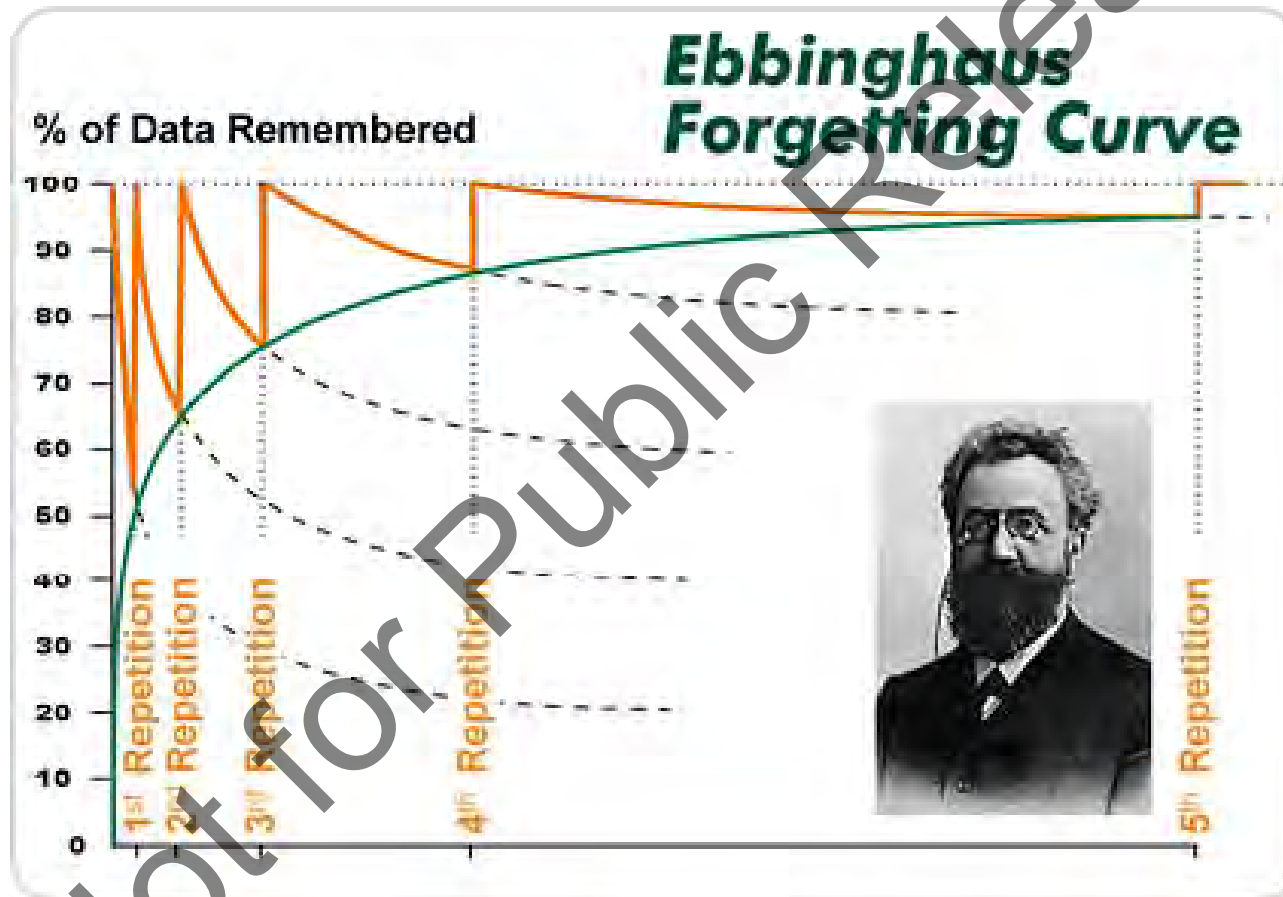
# Ebbinghaus' Research



We forget more than **1/2** of what we learn within **1 hour**

We forget **2/3** within **1 day**

# Ebbinghaus' Research



After **5 repetitions** we can retain **~95%** of what we learn



# Review Notes Regularly

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In brief blocks of time spread out over longer periods of time.

Do a short review of your notes within **24 hours**

- Correct - any errors
- Clarify - any misunderstandings

Then spend 1 hour per week per subject

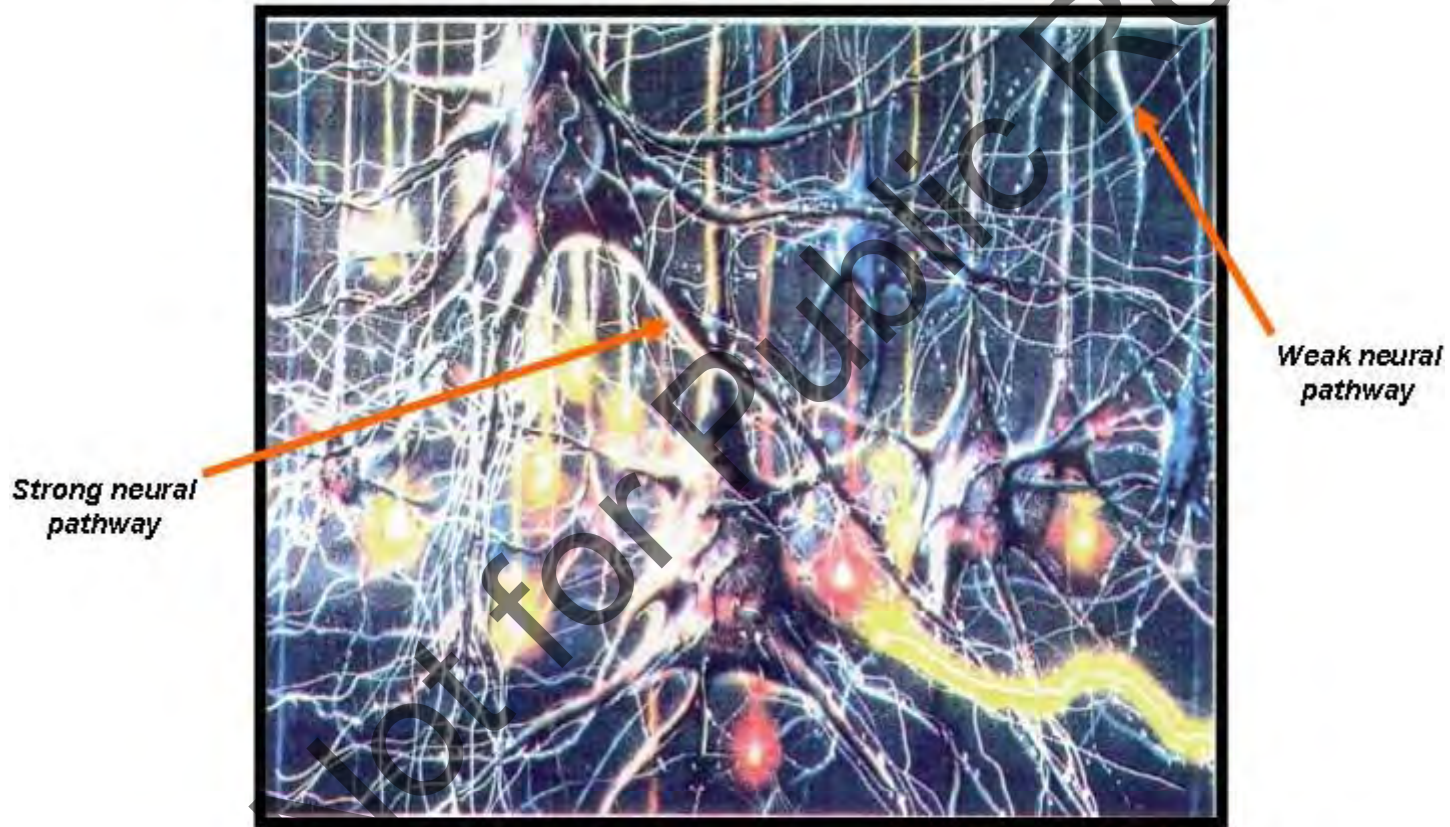
Then review your notes approximately once per month



# Study Skills

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Review your notes regularly





# Study Skills

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## Study actively

Ask yourself questions

Eg. Why is this the case?  
How can I use this in my life?

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# Memory

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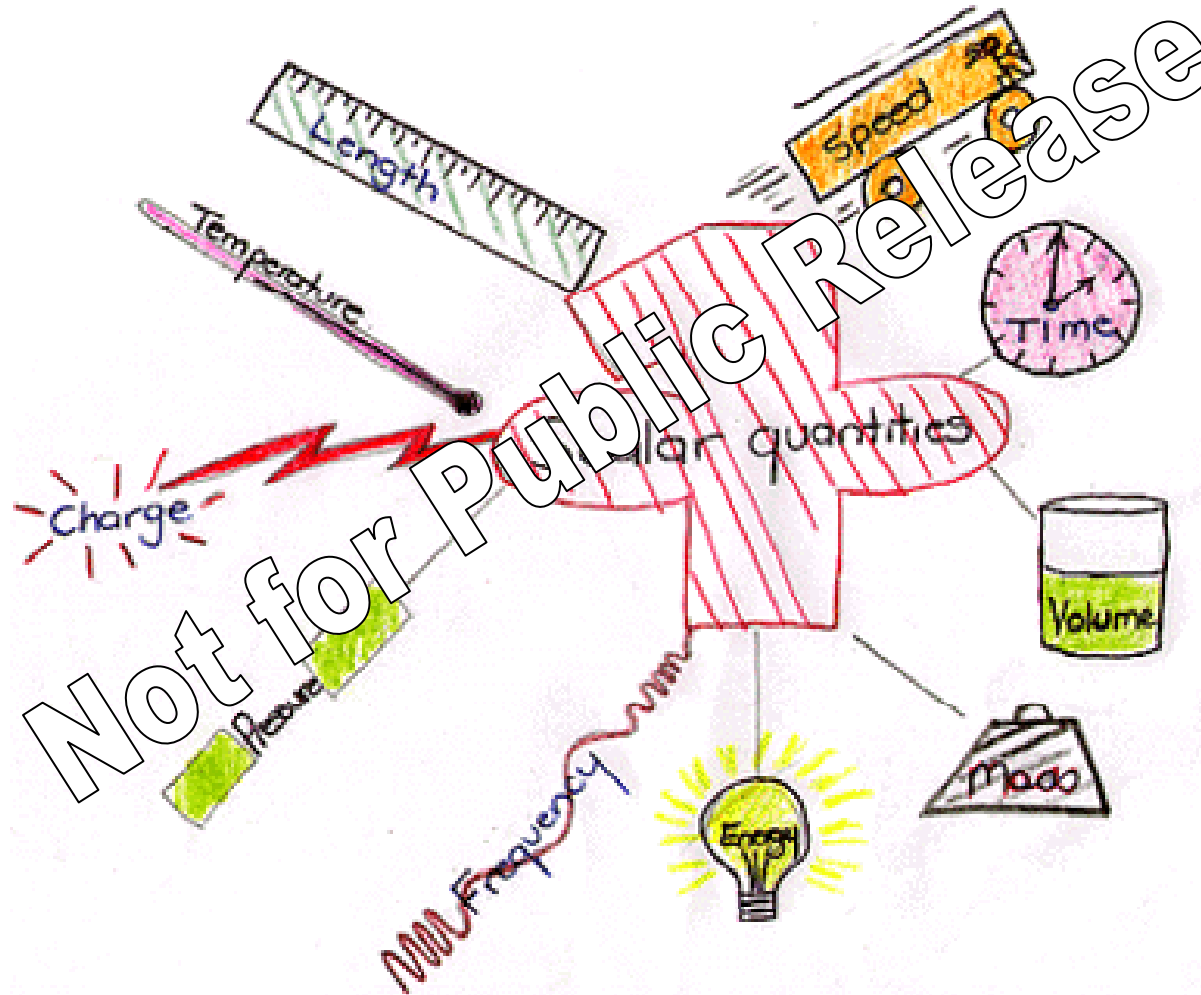
See how many words you can **remember** from the list below in 10 seconds

Scalar Quantities: speed, time, volume, mass, energy, frequency, pressure, charge, temperature, length

Now test your memory after reviewing a mind map in 10 seconds

# Visualisation

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# Study Skills

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## Association

Make **links & connections** with previous experience or learning

Eg: anchoring - Levtchenko with "C'mon"



**C'mon**





# Study Skills

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## Consolidation

Discuss key ideas with others

Success comes from **comprehension**, not memorisation

If you want to learn it teach it to others

By saying things **out loud**, it forces you to put what you have learned into some meaningful & coherent format which aids learning





# Study Skills

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## Study groups

Form a study group

Example:

- 4 people study 4 chapters for 4 hours
- Write summary notes (mind map)
- Exchange notes & teach the group the content

4 hours study = 16 hours information





# Study Skills

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## Baroque music

Listening to Baroque music while studying induces relaxed alertness & increases recall performance by at least 25%



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# Study Skills

## Baroque Music & Super learning

Pythagoras and other ancient mathematicians:

- noted the ratios of different planetary cycles
- counted the rhythmic periodicities in nature
- calculated the ratios of the human body



$$\begin{aligned}x^2 - 4x + y^2 + 2y &= -3 \\ \left(\frac{-4}{2}\right)^2 &= 4 & \left(\frac{2}{2}\right)^2 &= 1 \\ (x^2 - 4x + 4) + (y^2 + 2y + 1) &= -3 + 4 + 1 \\ (x^2 - 4x + 4) + (y^2 + 2y + 1) &= 2 \\ (x - 2)^2 + (y + 1)^2 &= 2\end{aligned}$$



# Study Skills

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## Baroque Music & Super learning

Baroque musicians were trained to use these particular numbers & patterns in their music

- harmony
- counterpoint
- rhythm
- tempo





# Study Skills

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## Baroque Music & Super learning

Mind sharpens when breathing to a regular beat

- synchronising breath with the pulse creates mind/body harmonisation
- breath control synchronises mental activity so that the mind can focus in on a single point or idea



# Study Skills

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## Baroque Music

Choose music with a:

- **largo tempo**
  - regulates the heart to 60 bpm
  - synchronises the breathing
- **string orchestra** (avoid vocals or other instruments that stand out because they can cause distraction)

Eg. Bach / Handel / Vivaldi







# Mind Mapping

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Step 1: Put main idea in the centre

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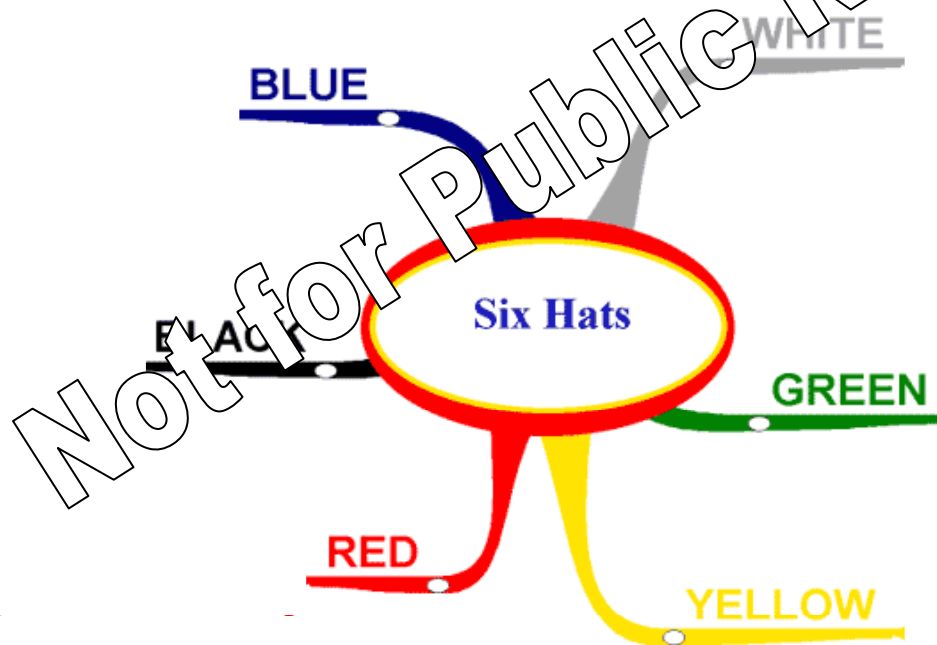
Hats



# Mind Mapping

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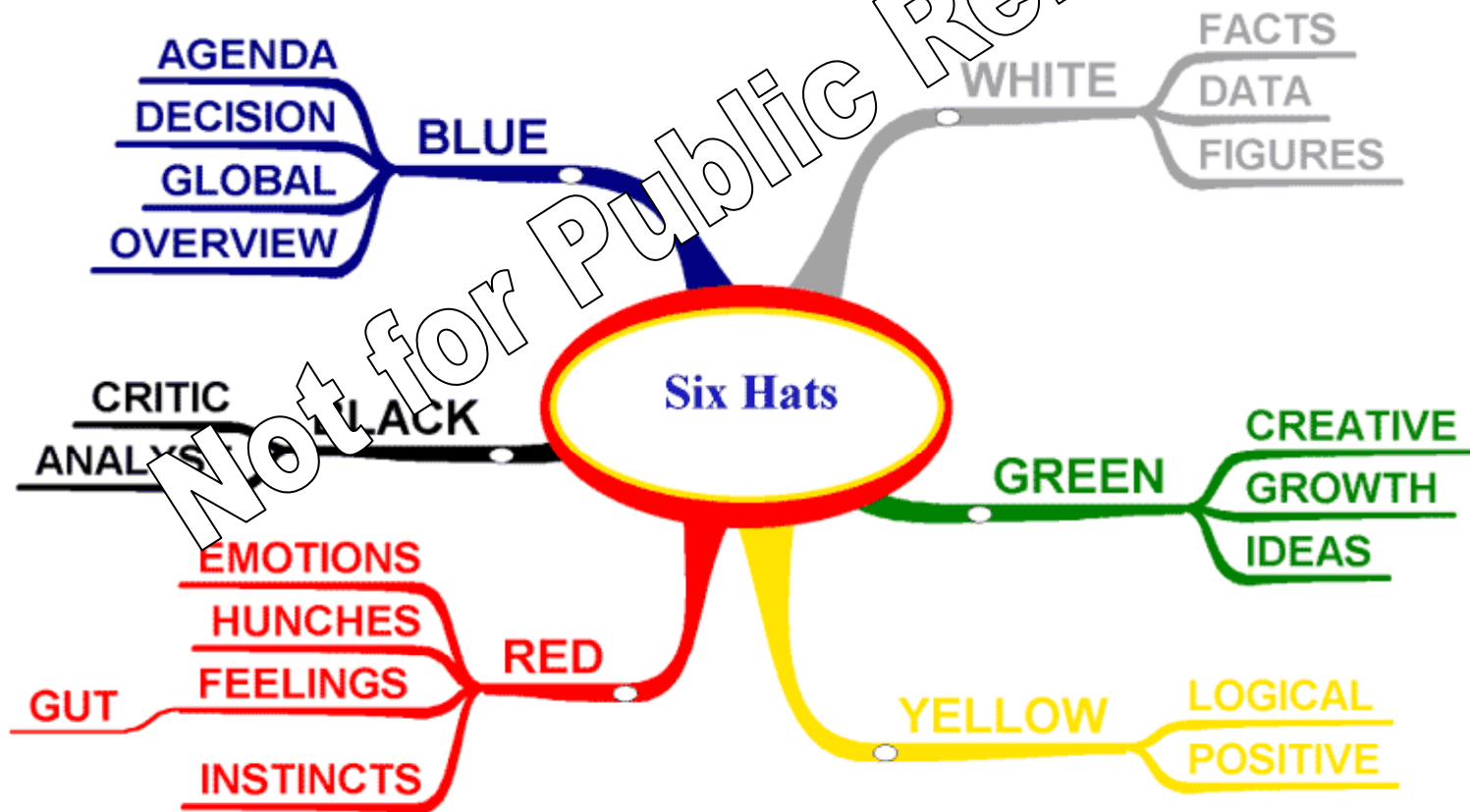
**Step 2:** Radiate main themes off the central idea  
Use CAPITAL letters for key points





# Mind Mapping

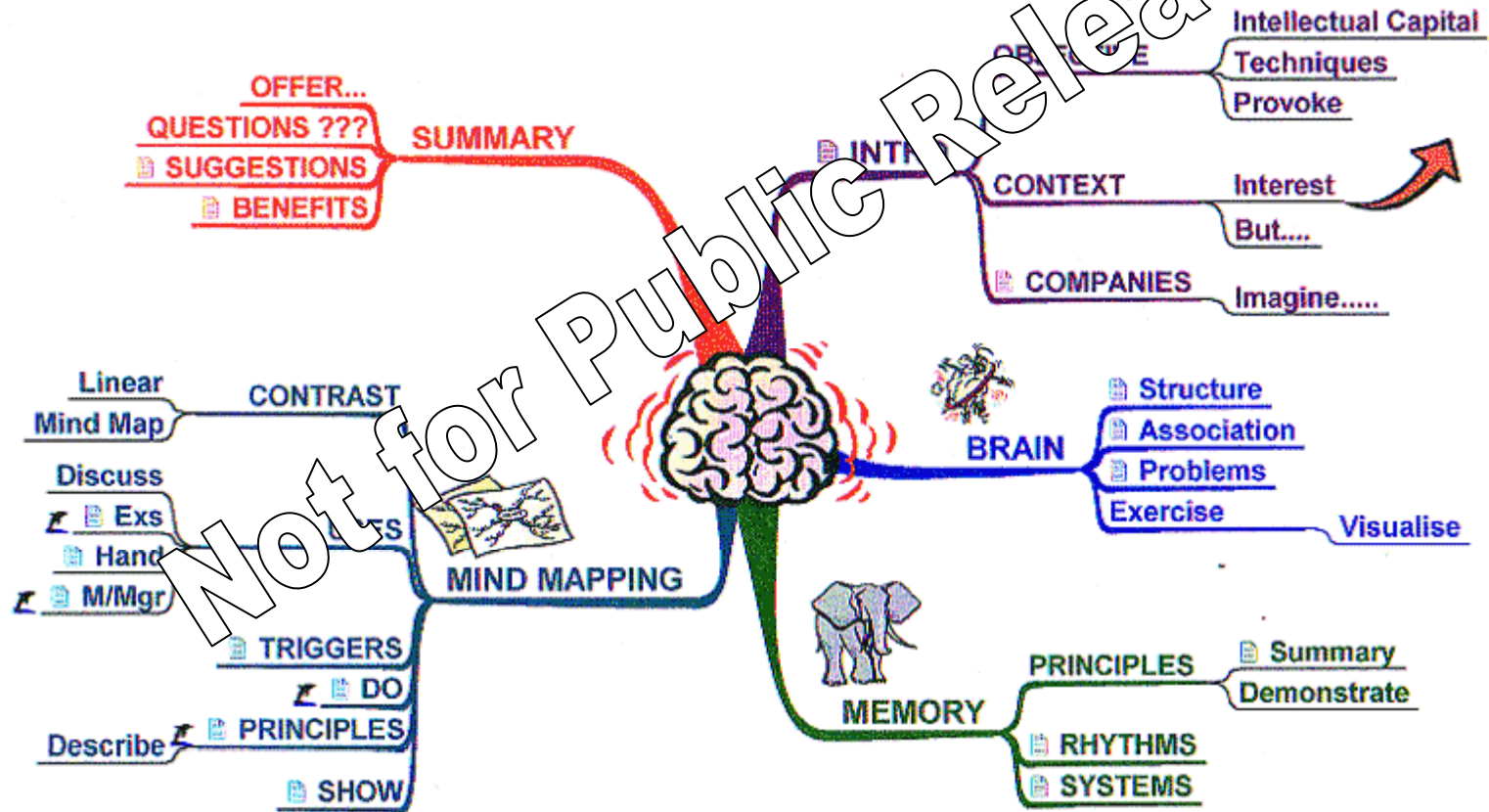
**Step 3:** Key words/images should branch off the main themes  
Explanatory notes in lower case





# Mind Mapping

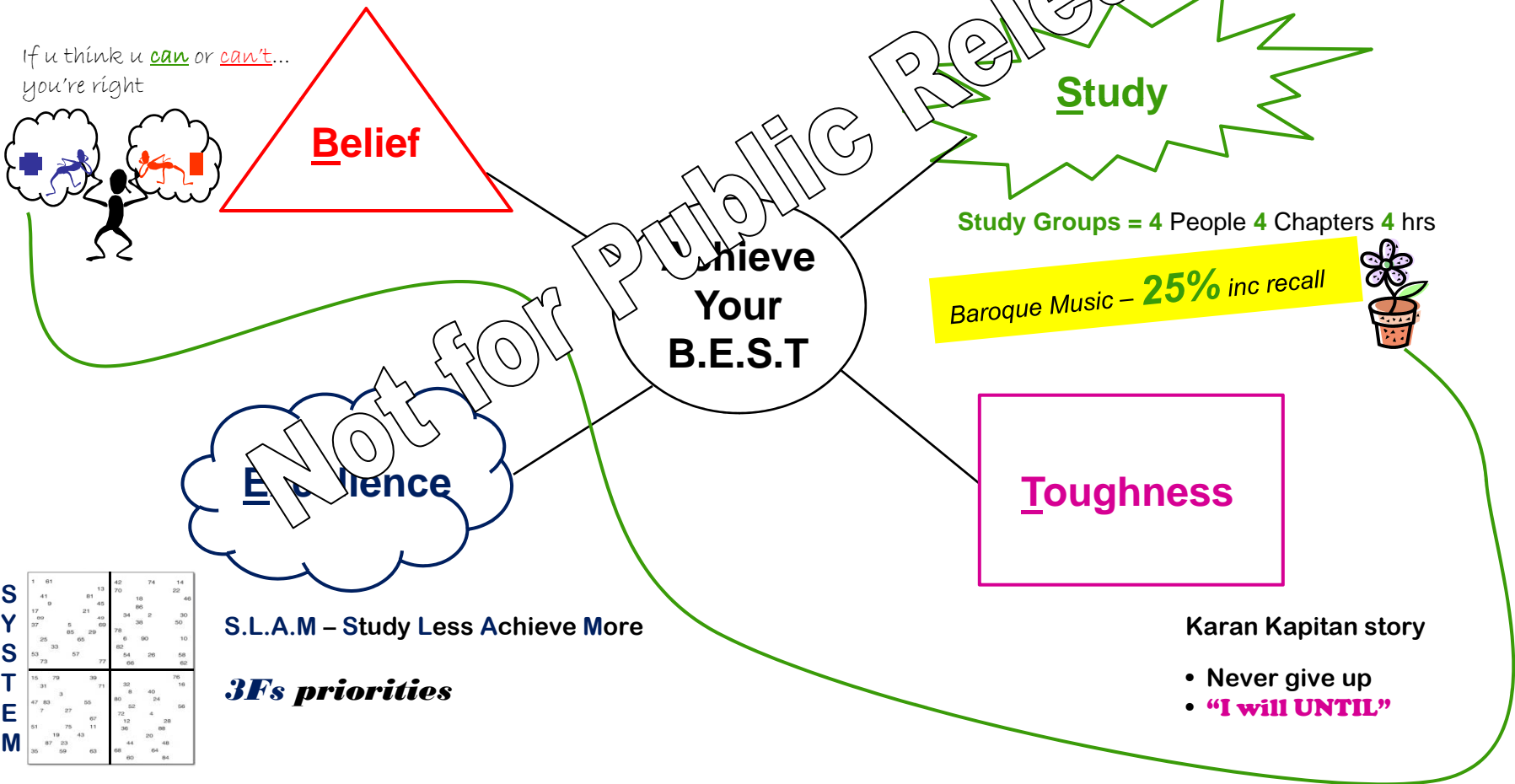
Add images & color to help recall information





# How to Mind Map

Use lines, colours, arrows, branches or your own symbols & designs to show connections between the ideas generated





# How to Mind Map?

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Draw **quickly** on unlined paper without pausing, judging or editing

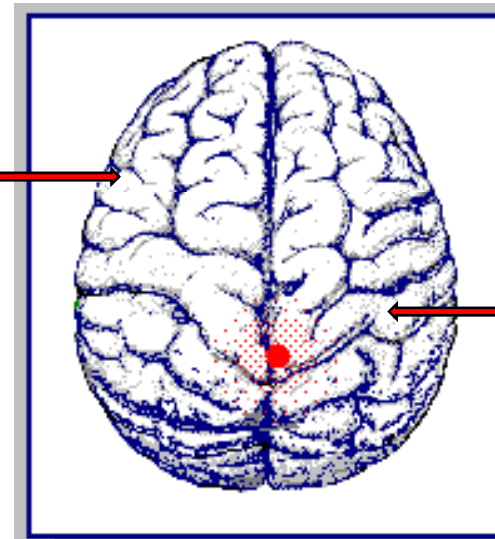
All of these things promote **linear thinking** and the idea of mind mapping is to think **creatively** and in a non-linear manner.

Modification can happen later

**Leave lots of space**

So you can add to it later

Left brain  
- linear



Right brain  
-creative