

MATTERS Of the MIND

The Productivity Framework

We've struggled with productivity, we've fought the fight and lost but through practice, research and discipline we're now winning. Revision is all about learning new stuff, but are you doing it effectively.

Before we break down the two key parts to learning and how you can do it effectively, we need to debunk a couple of things: relying on memorisation is a painfully ineffective way to revise. Don't get us wrong memory is a huge part of it, but understanding should be priority. Once you've understood the key concepts and processes, you then put effort into memorising the extra layer of detail like random facts, constants or dates. It's a lot less stress on your brain this way round than trying to cram everything.

1

Active Recall

Test yourself continuously as you're digesting new content - make sure you understand it. As you're learning ask these 3 questions after every section.

- 1 What have you just read?
- 2 What are the key concepts and ideas?
- 3 Can I rephrase this in a simpler way that would make it easier to understand?

The Ultimate test: Can I teach this to someone else (The Feynman Technique)?

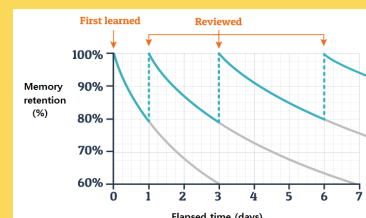
1. Write down the concept on paper
2. Pinpoint what you don't know
3. Review what you don't know and then go back to step 1.

2

Spaced Repetition

Spaced repetition is all about reviewing content at regular intervals. The brain is a muscle, the more you train it, the stronger it gets. The more you revisit content, the more you'll remember it.

The forgetting curve shows us how our memory declines over time.



The objective is to intercept the curve before the decline gets to much you've forgotten the content. The more you review, the less you have to. So make sure you set it into your schedule to revisit old content at regular intervals.

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The Time Management Framework

So we have 24 hours a day. On a good day the average person spends 8 hours sleeping, 1 hour eating whilst catching up on a couple episodes of their favorite series, 2 hours chilling, 5 hours in school, an average of 1 hour commuting to and from school and 30 minutes getting ready in the morning. Doing the maths that gives you about 6.5 hours spare in the day. Crazy right? What happens to all that time? Why does there always seem to be not enough hours in the day even though when we do the maths we actually have a lot of time?

REASON: POOR TIME MANAGEMENT

We've come up with a system that works. Following these 4 core principles you can create a system that enables you to effectively manage your time. We use it, other people use it and it's simple but effective.

1

3 Tier To-Do List

Tier 1 - Master To-Do List: Create a Master To-Do list where you put all the tasks you have to complete as and when they come up. If you don't put it down you'll most likely forget. You can do this in a journal or digitally.

Tier 2 - Weekly To-do List: Create a Weekly To-Do list. Look at your Master To-Do list and pick the highest priority tasks that you need to complete that week.

Tier 3 - Daily To-Do List: Create a Daily To-Do list - make sure you put the items that you would like to complete that day. Make sure you give yourself some breathing room just in case some unexpected things come up.

Good Apps for To-Do Lists: Todoist, Microsoft To-do, TickTick

2

Use A Calendar

One of the best ways to keep on top of your time is to know what you have planned in advance so you can make allowances for it and accommodate where necessary. Schedule every confirmed outing or appointment even if it's just going to the cinema with friends.

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The Time Management Framework

3

Highlight of the Day

A good productivity tip is to have a "Highlight for the day" each day. Each morning decide on one thing you want to accomplish that day - to help you decide what that thing is, ask yourself these questions:

- **What would I enjoy the most?**
- **What is the most urgent?**
- **If I completed this thing would it have the most impact?**

Once you've decided on your "Highlight of the day" write it down, schedule it in your calendar, **DO IT** and then at the end of the day reflect on how it went. Did it go well? Did you complete it? If not what things prevented you from completing it?

As cliché as it sounds, the reflection is the most important part. If you don't reflect on why things don't work, they don't get better. At first your "Highlight for the day" may be hard to define but the more you reflect on why, you'll make sure it's more effectively defined next time.

4

Prioritisation

So how do you know which things are high and low priority? Well often we have things on our To-Do lists that are unnecessary. The Eisenhower matrix is a way to evaluate 1 - the urgency of your tasks and 2 - how important they are. Once you've assessed the items in your to-do list and categorised them using the matrix on the right: delete all the items that are unimportant and non-urgent, and if you can delegate the items that are unimportant and urgent (if you can't then keep them on your list).

The Eisenhower Matrix



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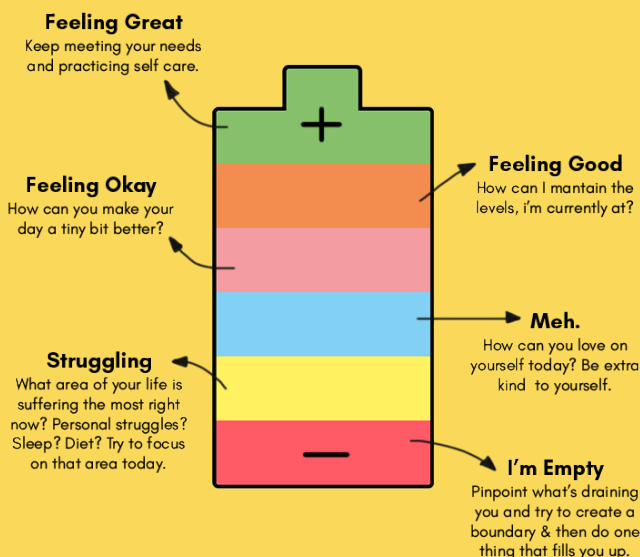
The Wellbeing Framework

Some days we wake up feeling great, some days we don't. Some days we have lot of energy and some days we just feel overwhelmed and exhausted. But with all these emotions that we can feel on any given day life keeps moving, the homework still exists, and the exams still need sitting. So, we can't just allow our mental health to plummet into the ground. Because without a sound and healthy mind, we can't work as effectively.

So what's the goal here - to look after our mental health! How do we do it - by checking up on how we feel. When we're feeling great we should continue to do things that boost our mental health or if we're not feeling so great we need to start doing things to boost our mental health.

We created a wellbeing battery for you. As regularly as you can, check up on what your well being battery level is. Depending on what your level is, adjust your self-care activities and how you prioritise moments of rest and rejuvenation.

Wellbeing Battery



Self-Care Tips

- 1 Get more sleep: 6-8 hours.
- 2 Keep physically fit.
- 3 Get regular fresh air - go for walks.
- 4 Relax: read, take a bath, listen to music.
- 5 Nourish your relationships: Talk and chill with friends.
- 6 Journal - it's good to get your feelings down on paper.

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The Wellbeing Quiz

Taken from the [NHS Every Mind Matters – Your Mind Plan Quiz](#).

Fill out this quiz and use some of the tips suggested below and those in the framework to improve or maintain your mental wellbeing.

1: How is your mood?

- ☐ Always in a good mood
- ☐ Mostly happy, the odd bad days
- ☐ More good days than bad
- ☐ More bad days than good
- ☐ Feel low most of the time
- ☐ Always feel extremely low

2: How well do you sleep?

- ☐ Always sleep well
- ☐ Have the odd bad night
- ☐ More good nights than bad
- ☐ More bad nights than good
- ☐ Sleep badly most of the time
- ☐ Extremely sleep deprived

3: How anxious or on edge do you feel?

- ☐ Not anxious at all
- ☐ Rarely anxious
- ☐ Sometimes anxious
- ☐ Anxious more often than not
- ☐ Anxious most of the time
- ☐ Always extremely anxious

4: How stressed do you feel?

- ☐ Never stressed
- ☐ Rarely stressed
- ☐ Sometimes stressed
- ☐ Stressed most days
- ☐ Stressed all the time
- ☐ Extremely stressed

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5: Have you been worrying about anything?

- ☐ Coronavirus (Covid-19)
- ☐ Personal Life and relationships
- ☐ Money, work and housing
- ☐ Life changes and difficult times
- ☐ Health Issues
- ☐ Traumatic events
- ☐ None of the above

6: Reflective Thoughts

Were you honest with your responses?
 Where you surprised by your responses?
 Is this the first time you've asked yourself these questions?
 What would be your ideal responses?
 Do you have any first thoughts on how you may be able to achieve this?
 What response disappoints you the most?
 What response makes you the happiest?

Pick 3-4 of these ideas and create a wellbeing plan:

Your wellbeing plan is simple. It's a few things that you focus on creating habits to improve your mental, emotional and physical wellbeing.

