

SYSTEMS:

1. THE ENERGY LINE



SOMETIMES WE PUT A LOT OF ENERGY INTO THE THINGS THAT GIVE US VERY LITTLE REWARD!

"SELF-LEADERSHIP IS ABOUT AWARENESS, TOLERANCE, AND NOT LETTING YOUR OWN NATURAL TENDENCIES LIMIT YOUR POTENTIAL."

SCOTT BELSKY, AUTHOR

BIG IDEA



- × The quote by Scott Belsky on the previous slide, is from his book "Making Ideas Happen", 2014.
- × In it he argues that we often get bogged down in generating ideas and possibilities instead of taking action.
- × When we revise we often make lists of things we have to do, constantly updating them and marking them off when they are complete.
- × However, there is a problem with this because lists don't tell us which tasks to do first.
- × In his book, Belsky suggests a technique which will help you prioritise the tasks you have, so you are more inclined to take positive action!

CREATING YOUR ENERGY LINE...

STEP 1:

LIST ALL THE TASKS THAT YOU HAVE TO DO.

**..JUST EMPTY YOUR
HEAD AND ADD
EVERY TASK YOU
CAN THINK OF.**

**..DON'T MOVE ONTO
THE NEXT STEP UNTIL
YOU ARE CONFIDENT
EVERYTHING IS DOWN!**

**HERE IS AN EXAMPLE TO DO
LIST.....YOU MAY RECOGNISE SOME
OF THE ITEMS IN THIS.**

To Do List...

1. Get a container for each subject to hold all my revision materials in, e.g. lever arch or box file.
2. Make a list of up to 10 key areas to work on for each subject I am studying.
3. Get hold of evaluated specifications and examiners report of previous exam papers.
4. Create some revision cards.
5. Read through each subject specification and use a system of Green, Amber & Red to categorise each specification point, depending on how well I know them.
6. Go over completed exam papers and make model answers (using the mark scheme) for the questions where I didn't score as well as I should have.
7. Create a timetable that helps organise my time, allowing time for everything, including relaxing and socialising!
8. For 5 key areas in each subject, create 10 multiple choice questions. Get someone to test me on the answers.
9. Create a plan that identifies when you will dedicate time for revision. Work in 25 minute bursts, rest and repeat!
10. Create a mindmap for each subject, with different colours showing different topics.
11. Complete and mark at least one paper per subject before mocks start.
12. Complete 10 questions per subject, per day.
13. Put reminders for each mock exam (date, start time, subject) into phone.
14. Make a list of useful revision websites for each subject. Check if teachers have any suggestions.
15. Get copies of past papers and mark schemes for each subject from the exam board websites.

**YOU WILL NO DOUBT
AGREE.....THAT'S A
PRETTY OMINOUS
LIST!**



**THE FOLLOWING
TECHNIQUE WILL HELP
YOU ORGANISE AND
PRIORITISE YOUR
TASKS...**



**...IN TURN YOU WILL
FEEL MORE
ORGANISED AND
MORE ABLE TO
COMPLETE THEM.**



**NOW FOR STEP 2:
PRIORITISE YOUR
TASKS**

**USE A TABLE LIKE THE
ONE ON THE NEXT SLIDE
TO CATEGORISE EACH
OF YOUR TASKS:**

ENERGY LINE TABLE..

EXTREME	HIGH	MEDIUM	LOW	IDLE
MAX 2 TASKS	MAX 4 TASKS	MAX 8 TASKS	MAX 4 TASKS	MAX 2 TASKS

ENERGY LINE TABLE..

EXTREME	HIGH	MEDIUM	LOW	IDLE
MAX 2 TASKS	MAX 4 TASKS	MAX 8 TASKS	MAX 4 TASKS	MAX 2 TASKS
<p>EXTREME tasks are the most important tasks to do right now. Put high energy and focus into completing these tasks.</p>				

ENERGY LINE TABLE..

EXTREME	HIGH	MEDIUM	LOW	IDLE
MAX 2 TASKS	MAX 4 TASKS	MAX 8 TASKS	MAX 4 TASKS	MAX 2 TASKS
	<p>HIGH – These are also important tasks but not required immediately. Move 2 of these up when the extreme tasks are complete.</p>			

ENERGY LINE TABLE..

EXTREME	HIGH	MEDIUM	LOW	IDLE
MAX 2 TASKS	MAX 4 TASKS	MAX 8 TASKS	MAX 4 TASKS	MAX 2 TASKS

MEDIUM – These tasks make up the majority of the tasks we have. They are often easier and not required immediately. They still need completing though!! So don't forget about them!!

ENERGY LINE TABLE..

EXTREME	HIGH	MEDIUM	LOW	IDLE
MAX 2 TASKS	MAX 4 TASKS	MAX 8 TASKS	MAX 4 TASKS	MAX 2 TASKS

LOW – These are much less important tasks that can be left for now. You should review the list each week. You might find that some of these move up the line over time.

ENERGY LINE TABLE..

EXTREME	HIGH	MEDIUM	LOW	IDLE
MAX 2 TASKS	MAX 4 TASKS	MAX 8 TASKS	MAX 4 TASKS	MAX 2 TASKS

IDLE – These tasks can be completely left for now. These will not help you achieve your immediate goals. If you manage to complete everything else then go for it!

ADD THINGS TO THE LEFT IF YOU NEED TO WORK ON THEM MOST

PUT THEM ON THE RIGHT IF YOU CAN KICK BACK AND LEAVE FOR A WHILE...

ADD A COMPLETION DATE AND YOU WILL BE REALLY GETTING THERE!

**NOTICE THE MAX
NUMBER OF TASKS, THIS
IS TO KEEP YOU
FOCUSED.**

**TRY THIS WITH STICKY
NOTES ON A BOARD AND
PULL THEM OFF WHEN
COMPLETE.**

**THE EXAMPLE SHOWS HOW THE TASKS FROM
STEP 1 MIGHT BE ORGANISED:**

EXTREME	HIGH	MEDIUM	LOW	IDLE
MAX 2 TASKS	MAX 4 TASKS	MAX 8 TASKS	MAX 4 TASKS	MAX 2 TASKS
3. Get exam specifications and examiners report	11. Complete and mark one paper per subject prior to mocks	5. RAG rate specification	4. Create revision cards	10. Create Mindmap
6. Review completed exam papers	2. Make a list of 10 key areas	8. Create 10 multiple choice questions	12. Complete 10 questions per day	
	7. Create timetable	9. Create revision plan of 25min sprints	13. Make a list of revision websites	
	13. Put mock exam reminders in phone	Get copies of past papers from exam sites	1. Get a container	

FINAL THOUGHTS

- × Project management is the activity of planning and organising yourself and the resources you have.
- × The basic principles of project management aren't difficult and can be easily learned.
- × You might not have thought about it like this but A Levels are like planning 3 or 4 major projects.
- × The Energy Line is a great way to plan for the very different demands placed on you by each course you are studying.
- × We hope this helps you project manage your studies from now on...