8:00 (ii) Practise the TIM approach for exam essays:

9:00

Practise writing the introductory
10:00 paragraph to each of the essays found on past
11:00 exam papers. If past papers are not available, then ask
12:00 a colleague to make up a list of sample exam
1:00 essays. Remember to tell the readers how your essay
2:00 is structured to make the marking process as easy as
3:00 possible.

4:00 (iii) Practice quick thinking:

If you believe your mind
5:00 is just not quick enough, practice getting it ~~move~~
6:00 moving more quickly.
Play games such as theatre sports ~~or~~ and charades
7:00es Ask a colleague to list five speaking topics such as, my most embarrassing experience, the place I

would most like to visit, the most memorable teacher I have had. These topics relate to your own experiences and should be less threatening than theoritical subjects. The rules of the exercise are: no preparation time - just start talking and do so for at least one minute. The topics can be increased in difficulty as you improve your skills at spontaneous thinking and appropriate delivery.

→ Chapter - 11 - Responding Effectively in Exams:

Notes
- The day and night before the exams.
- Morning strategies on examda
- Arriving at the venue.
- Reading the instructions clearly

8:00 Resting between questions.
Dealing with mental blocks.
9:00 Keeping panic at bay.
Checking your work.
10:00 Practical exercises.

11:00 The day and Night before the exams:
12:00

Lets assume that you have
1:00 been preparing steadily throughout the year. Its now the
2:00 day before your first exam.
Very probably you will be
3:00 thinking whether you will
pass and pass well. There
4:00 is always that lingering
doubt that your study
5:00 materials have not been
covered well enough.
6:00 In order to deal
with these niggling thoughts
Notes and doubts, put an end
to them with a firm,
positive statement: "I can do
it". In the exam context,
you will certainly be thinking

8:00 prior to these important
events, so you might as
9:00 well be thinking positive
thoughts.
10:00 In those final hours
before the exams, browse
11:00 through your notes and
run through the general
12:00 issues in your mind.
It's not the time to
1:00 challenge your mind with
new and difficult concepts.
2:00 Should you discover a
chapter or article which you
3:00 have forgotten and which
you think is very exam-
4:00 -inable, then calmly decide
how you can glean its
5:00 significance in a short time.
Speed read the chapter &
6:00 look specifically for the
most examinable points.
Even though you
will probably be quite
anxious, try to get to
bed early enough so you
can get a reasonable

8:00 nights sleep. But, if you are
a heavy sleeper, set two
9:00 alarms with one on the
far side of the room. You
10:00 might place the second
alarm next to a bucket
11:00 of water so that you
can splash cold water on
12:00 your face once you've
reached the alarm.
1:00

Getting to sleep the night
2:00 before exams:

To get your mind
3:00 off the exam and into
a more relaxed state, focus
4:00 on your breathing and,
after a few comfortably deep
5:00 breaths, start counting
backwards from 100 when
6:00 you breathe in. See the
number being drawn in
Notes your mind, say it to yourself,
and trace the number with
a finger tip in the palm of
the opposite hand. With those
sensory inputs preoccupying your

8:00 mind, you will not
9:00 have the opportunity to
10:00 think of anything else, including the exam. By
11:00 continuously from 100 backwards, you will bore yourself off to sleep.

12:00 **The morning of the exam:**

1:00 If you want to put a final polishing on your
2:00 understanding of the central concepts, then rise early and go through
3:00 the notes one more time. Just page through
4:00 the notes and focus upon the major readings. Don't
5:00 let your mind break away and think catastrophic
6:00 thoughts, for example, about being confronted with an
Notes impossible questions. As stated above displace any negative thoughts with a firm and positive, "I can do it". Before

8:00 leaving for the exam, check
to see that you have
9:00 all requisite equipment for
the particular exam: student
10:00 ID, pens, ruler, calculator
(if allowed) and any other
11:00 special equipment required
for the subject
12:00 Murphy's law states that
if anything is ever going
1:00 to be wrong, it will
happen at the most
2:00 appropriate time. Murphy
must have based the
3:00 law upon exam candidates
as it's uncanny how often
4:00 they experience quite
extraordinary events just
5:00 before exams. Illness is
very common, but the
6:00 list can also include
relationship breakdowns,
Notes theft of classnotes, death of
loved ones, car theft,
public transport failures,
and even physical assault
on the way to the exam.

8:00 One forgetful student
who took nine years to
9:00 complete a ~~the~~ 3 year degree,
requested special consid-
10:00 eration following the
death of ~~the~~ his
11:00 maternal grandmother.
According to his reports,
12:00 she died on two occasio
-s just before the final
1:00 exams in his second
and seventh years of
2:00 his degree. The admini-
stration was not sympa-
3:00 thetic on the second
occasion, By the way,
4:00 if untoward events do
occur, be sure to
5:00 obtain documentation from
a relevant authority,
6:00 such as a doctor,
lawyer, or police officer.

Notes To cater for
delays and disruptions
which can certainly occur
on exam days be certain
to get an early start

8:00 after you have had a good breakfast. Some
9:00 students claim they don't need breakfast, but the
10:00 research evidence shows a strong positive correlation
11:00 b/w concentration powers and adequate nutrition,
12:00 thinking very actively for for three consecutive
1:00 hours is hard work and work requires energy.
2:00 Relying upon last evenings fuel to sustain your
3:00 mental fire in an exam the following morning could
4:00 well result in a cold performance.
5:00

Arriving at the Venue:

6:00 Careful students will confirm the date, time and venue of their exams prior to the examination period. You will certainly recieve no marks for arriving at the venue 24 hrs late. Assuming that

Notes

8:00 you are arriving on time
when you get to the venue
9:00 avoid the doom and gloom
squad. These are always
10:00 some students who take
responsibility on these
11:00 occassions for spreading
chaos and confusion.
12:00 Avoid individuals who are
likely to dash up to
1:00 you and ask about ~~your~~ for
opinion about an unknown
2:00 author of an obscure
article which they claim
3:00 is central to the exam.
Simply locate yourself in
4:00 a quiet ~~co~~ corner away
from the crowd and run
5:00 through your major headings
once again.
6:00 When you are asked to
enter the class room, consider
carefully the choice of seat,
if you are allowed to make
a choice.
Take into consideration
whether you will take in

2 SUNDAY

Notes

strong sunlight, freeze in cold draught, or be disturbed by a colleague who is renowned for cracking ~~two~~ knuckles or coughing frequently. ~~It~~ I found sitting in front was generally best, as the only distraction might be talkative proctors, but you can always politely ask them to speak more quietly, if they must speak at all.

b/w questions.

Reading ~~the instructions~~:

As mentioned above, concentration on an examination paper for three consecutive hrs is a tiring task. Even if you have managed to get a reasonable amount of sleep the night before, your mind will still tire during the exam. One way to help maintain your concentration is to take frequent, but short breaks during the actual ~~exams~~ exams.

Notes

8:00 After finishing the first section of the exam, put your pen down, ~~etc~~ close your eyes, let your body relax.
9:00 and then focus on your breathing. As ~~you~~ you breath
10:00 slowly in and out over the next three breaths, say to
11:00 yourself, 'Relax'. Then, quitely extend your arms
12:00 and legs. Return to the exam and read the
1:00 instructions for the next ~~section~~ section or question
2:00 twice. ✗ →
3:00

4:00 Reading the instructions:

Most students at some
5:00 stage have misread critical instructions. I did in a
6:00 philosphy exam. In order to avoid making a similar mistake, read the instructions twice and the second time through, underline the operative words. By taking these careful steps,

Notes

8:00 you should have fixed firmly
in your mind what exactly
9:00 is required.

10:00 Taking periodic brief
rests will help you to
11:00 stay fresh, both mentally &
physically. Your powers of
12:00 concentration, your ability to
recall, and your creativity
1:00 in composing essays will all
benefit from the short rest
2:00 breaks taken four to
six times during long
3:00 exams.

4:00 # Dealing with mental blocks:
Occassionally the unthin-
5:00 kable (taken literally) will
happen. You are progressing
6:00 reasonably well with the
exam and turn the page
Notes to read the next question.
No sooner do your eyes focus
on the key terms of the
question, then your mind
shuts down, full stop.

8:00 As you fight to regain your grip on the topic, panic begins to rise. Your mind has no difficulty ~~imp~~ upon thoughts of imp-ending failure, which only makes the matter worse. What can you do under these circumstances?

Firstly, practise the relaxation exercise described above. Close your eyes, relax shoulders and jaws, take three slow and comfortable breaths and say, 'Relax, I can do it'!! Having displaced the panic and taken some of the rigidity out of your ~~sysm~~ system, then draw a rectangle on some scrap paper or in the margin of the exam paper. Write the key topics of the question in the centre of the rectangle and then try to write four associated ideas, terms, correlates

Notes

8:00 or whatever, ~~at~~ one at each
of the corners. Having written
9:00 three or four of these terms
then try to put some relevant
10:00 ideas on the sides of the
~~triangle~~ rectangle. Can you
11:00 draw arrows connecting any
two or more ideas?
12:00 Having constructed this
idea rectangle you will probably
1:00 find that something relevant
will come to mind. The
2:00 goal of the exercise is to
relax and then let your
3:00 mind deal with associates
of the key ideas. Any level
4:00 which you can use to
loosen the gears of the
5:00 mind is worth trying.
As stated before, relevant
6:00 words in the essay space will
always be worth ~~th~~ more than
Notes a gaping blank space.

keeping panic at bay:
In spite of thorough prepar-
ation and positive precautions,

8:00 you might still experience a
panic attack. That fleeting
9:00 negative thought about
failure can spark a
10:00 conflagration of physical
and emotional chaos. Your
11:00 ~~your~~ heart pounds, your
breathing accelerates, your
12:00 limbs shake, your brow
sweats and your mind
1:00 whirls — hardly the condi-
tions for writing essays
2:00 or answering mind-probing
multiple choice questions.
3:00 What can you do if
you experience a panic
4:00 attack in an exam?
You have read about
5:00 the process before in
this book, ~~it~~ but it is
6:00 worth repeating. Close your
9 SUNDAY eyes and focus on your
Notes breathing. You want to slow
your breathing rate down
because rapid, shallow
breathing can promote
further panic responses,

8:00 In order to regain mental
control and calmness count
9:00 backwards slowly from ten
to zero, pairing each no. with
10:00 an exhalation. To increase your
concentration you might try
11:00 10000 and ten, 9000 & nine,
8000 & eight, so on to
12:00 1000 & one, zero thousand
and zero. That no. seq-
1:00 uence will keep your mind
fixed on a non-arousing
2:00 series, thus allowing your
body responses to return to
3:00 a more calm state.

At the end of the
4:00 counting sequence, say to
yourself, 'I can manage this
5:00 exam!' several times. Open
your eyes & proceed to the
6:00 next question.

If the panic responses return,
Notes then consider asking a proctor
if you can be excused to
go to the lavatory. Having
moved from the exam room
to the lavatory,

splash cold water on your face, take a couple of comfortable breaths and say, 'Relax', as you breathe out. Then, having settled yourself, return to the exam room and then try to get on with the exam paper.

If these measures fail tell the proctor that you cannot proceed with the exam and ~~proce~~ excuse yourself. Go directly to a doctor or counsellor and discuss the reactions you experienced in the exam. You will need to obtain a certificate to document your ~~vis~~ visit and difficulties you experienced in the exam.

In summary, examinations are ~~very~~ stressful and students can experience a wide range of reactions just before and during these important events.

Notes

8:00 Prepare well before your
exams and know as much as
9:00 possible about the exam content
and procedures. A prepared
10:00 mind copes much better,
especially under stressful
11:00 circumstances.

12:00 Check your paper:

1:00 If you finish your
examination with some time
2:00 to spare, resist the temptation
to leave immediately. You
3:00 can use the remainder of
the time to look over your
4:00 paper. Check to see that
you have recorded correctly
5:00 your name, student number
and any other requested
6:00 details. Look over your essays
and correct any misspellings
Notes or gramatical errors. Finally,
reconsider any multiple-choice
items which you may have
passed over initially. It is
often the case that later questions

8:00 prompt recall of information
which will allow you to
9:00 attempt more successfully
~~the~~ an earlier question.
10:00 Finally make sure that
there are no random
11:00 marks on your multiple
choice answer sheet, if
12:00 one is ~~a~~ used on your
exam.
1:00

Practical Exercises:

2:00
(i) Anticipate multiple-choice
3:00 questions.

(ii) 4:00 Write your own essay quest-
ions.
5:00
(iii) Examine past papers.
6:00
(iv) Mind Control ..... peak performance

Notes

Book finished @ 18:45 –
(16-10-08).

8:00

Unshakable Self Confidence
(write dove books).

9:00

10:00 Spend time in daily meditation.
(Zikr, Murakaba etc).

11:00 First, find a place to be alone and focus on quieting

12:00 your mind. If you feel tense or anxious, try a few

1:00 mins. of slow, deep breathing & concentrate on releasing

2:00 the tension from your body. When you feel relaxed &

3:00 calm, turn your attention to your thoughts. Try to

4:00 make your mind go blank and let go off any

5:00 thoughts that are bothering you. Do this for as long

6:00 as possible everyday if you can (10 or 15 mins is good to start, increasing up to 20 or 30 mins as you become more comfortable with it).

Notes

8:00 Record your thoughts & feelings
in a journal. This is a
9:00 great way to learn more
about yourself, as well as
10:00 giving you a clear record
of progress that you can
11:00 refer back to later. You
DON'T have to have good
12:00 writing skills to benefit
from this process. Write for
1:00 yourself & yourself only.
Don't worry about spelling
2:00 or grammar — if you can
understand your chicken-
3:00 scratch that all that counts.
Start each entry with an
4:00 opener like, "Today I
feel _____ because
5:00 _____. This will
lead you to more &
6:00 more things to write about
and before long you'll
have filled an entire page.

Embrace the silence. It might
sound scary, or perhaps
boring. If you can sit

outside in a natural setting, it's even more effective. (esp. Jamaat, Tahajjud, Shiekh).

Honouring your Strengths:

"Strengths – the things you are naturally good at, or you have become good at through repitition.

Honouring your strengths is an important part of building your confidence, because your confidence is based on your perception of your capabilities. If you believe you are good at communication, you will approach all communication with a high level of confidence.

First, get a clean sheet of paper & pen, and begin by writing down anything you think may be naturally good at. Don't worry if you are not great at it just focus

Notes

8:00 on things you can do
marginally well for now.
9:00 List things that seem to
come easily to you, or
10:00 things you feel pretty
confident doing. (e.g.,s
11:00 sports, organiszation, writing,
event planning, photography,
12:00 computer gaming etc.).

1:00 Next, write down anything
you have become somewhat
2:00 experienced in, like things
you have had to do in
3:00 your job, or activities you
have gained at a certain
4:00 level of mastery over.
(e.g.,s, driving accounting,
5:00 dancing, jugeling, salesman-
ship, customer service, etc.).
6:00

Now, write down your positive
Notes character traits, things you
believe yourself to be.
(e.g.,s kind, friendly, &
loving, trusting, patient etc)

8:00 Look back over your list
for a moment. Pay particular
9:00 attention to the activities you
have mastered as you did
10:00 them over and over.

11:00 Here's the million-dollar
question: If you were capable
12:00 of learning and excelling at
these activities, aren't you
1:00 capable of mastering others
too? Of course you are.
2:00

As you get into the
3:00 habit of honouring ~~the~~
your strengths and stretching
4:00 your limits, little by little
your confidence will begin to
5:00 grow. Eventually the process
~~because~~ becomes much easier,
6:00 because the more confidence
you have, the more quickly
Notes you can build more.

/

Affirming your Abilities:

Now that you have a clear idea of your strengths, it's time to begin affirming your abilities. This may seem like the same thing, but it's quite different. Your strengths are things you are naturally good at. Your abilities are all about your POTENTIAL.

One major step in building your confidence is becoming aware of your potential for growth.

Take another sheet of paper and write down everything you've ever attempted (not just succeeded at, but anything you've simply TRIED to do). Your list can include the obvious things like walking, cooking, driving, dancing, dating,

Notes

8:00 eating, drinking, working,
swimming and so on. Also
9:00 include the things you may have
tried only once like skydiving,
10:00 ~~sign~~ singing, marriage, business
and so on.
11:00 After you've written down
every-thing you can think
12:00 of, look over your list and
make a checkmark next to
1:00 the things in which you've
experienced success. Even if
2:00 you were only slightly
successful at something, or
3:00 you only tried ~~at~~ it once
and it wasn't a complete
4:00 diasaster, check it.

5:00 (Note: Did you know that
one definition of success
6:00 is 'a favourable result".)

Notes Now, look at your list
again. Are the majority of the
items on the ~~list~~ list
checked? Why do you

8:00 think that's important?
Because it means that
9:00 simply TRYING something
(once or more than once) will
10:00 result in a certain meas-
ure of success. It means
11:00 you are not as stupid
or ineffective as you may
12:00 have thought.

1:00 First, reconsider whether
you are being too hard
2:00 on yourself. Success
doesn't have to mean
3:00 perfection. Recieving any
kind of favorable
4:00 result from any work is
success.
5:00

Let's expand a bit
6:00 on what is meant by
23 SUNDAY "favorable result". Let's
Notes say you had to give a
presentation at work and
you were terrified of
public speaking. You knew

you couldn't back out of giving the presentation, so you have forced yourself to do it. Even if you have completely bombed and the presentation ~~at work~~ was terrible you would still probably feel a sense of pride that you did it all! Facing a fear is absolutely a favorable result.

Even if you have only one item checked off, it still stands to reason that if you were successful at one thing, you can be successful at others.

Trusting yourself:

Too often we allow others to direct our lives because its easier than forging our own path. We are afraid to upset someone, or offend them, or hurt their feelings

(تجارت):

so we let go of controlling our own lives and let them do it for us.

As well-intentioned as those people may be, they sometimes may not know better than we do what is best for us.

Expanding your Vision:

Low self-confidence usually results in small (or non-existent) dreams. If you don't believe you are capable or deserving of something better, then naturally you will settle down for what you can get.

To expand your vision, here is a simple exercise:

Notes

First, write a description of where you are in your life right now.

8:00 Include details of your
marital status, friendship,
9:00 career, financial situation,
health & fitness, and
10:00 overall happiness. Note,
which areas you are
11:00 satisfied with and those
you wish to improve.
12:00 Then, review the descriptions
and ask yourself if you
1:00 have been holding back
in any areas of your
2:00 life, and if any of
those situations can be
3:00 expanded. For example,
you might enjoy your
4:00 job as an accounting
clerk, but you have a
5:00 secret wish to go furth-
er and become an
6:00 accountant. Lack of confid-
ence may have prevented
Notes you from even considering
going back to school for
a degree, but as you build
your confidence you might be

8:00 feeling a desire to expand
that part of your life
9:00 listen to these inner
nudges!
10:00 You dont have to
11:00 take action on them
right away, but at least
12:00 be honest with yourself
that you have a
1:00 desire to accomplish
more in your life.
2:00 For each area of
your life, consider ways
3:00 to expand or improve
upon them. Remember,
4:00 you are just brains-
-storming right now, so
5:00 don't censor yourself. Just
jot down notes and
6:00 ideas for what you
might ~~life~~ like to
Notes create in your life
eventually.

8:00 Periodically, revisit these notes and ~~seed~~ see if
9:00 you feel ready to make some changes.
10:00 The whole point of expanding your vision
11:00 is really about expanding your beliefs of what is
12:00 possible for your life.

1:00

Believing you deserve More:

2:00

→ What really causes low
3:00 self-worth?

4:00 (i) Being constantly criticized by others (especially authority
5:00 figures) lowers our self-worth.

6:00

(ii) Being bullied by peers
Notes lowers our self-worth.

(iii) Criticizing or berating ourselves for our mistakes lowers our self-worth.

8:00 Consistent negative reinforce-
-ment from others or
9:00 ourselves lowers our
self-worth.

10:00 Blaming ourselves for the
abuse ~~we~~ we reciere from
11:00 others lowers our self-
worth.

12:00

Vi, Believing the negative
1:00 things ~~people~~ people say
to or about us lowers
2:00 our self-worth.

3:00 In order to turn
this around, you need to
4:00 shift your perception of
yourself from a worthless
5:00 person of no value to a
person of great value
6:00 & capability. How??

30 SUNDAY

Notes Positive Reinforcement,
of course!

8:00 Just like -ve reinforcement
can wear down our
9:00 self-worth, +ve reinforcement
(from ourselves & others) can
10:00 begin to build it back up
again. Here are a few ideas:
11:00

i. Treat yourself with kindness,
12:00 compassion and love. Do
something nice for yourse-
1:00 lf for a change.

ii. Express kindness & love
2:00 to others. This may not
3:00 seem to be related to
your own self worth,
4:00 but remember that, people
are inclined to treat
5:00 you the way you treat
them! Make an effort
6:00 to compliment the people
in your life more often.
Notes Speak kindly & offer
to help others in whatever
way you can. That doesn't
mean neglect yourself and
become a doormat. This

will encourage them to reciprocate, and you will recieve positive reinforcement from others more frequently. (Note: This does NOT work in abusive ~~relationtions~~ relationships. very often the nicer you are to abusers, the more abusive they become. This pertains to only normal, healthy relationships).

Becoming what you Desire:

First, consider what you want to become. You can start with something simple to ~~become~~ begin with, like becoming happy, peaceful or motivated. ~~Ex~~ Take a few deep, slow breaths and try to relax your body.

Notes

8:00 Then, think about what
you want to become &
9:00 consider the feelings that
would go along with it.
10:00 If you want to become
happy, you'd likely
11:00 experience feelings of
lightheartedness, joy and
12:00 optimism. You'd be smiling
laughing and maybe even
1:00 humming to yourself.

2:00

3:00

4:00

5:00

6:00

Notes

2001
★★★★★
DECEMBER

26
Wednesday

January 2002	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

005/360 Week 52

8:00 (1) IMD,

9:00 (2) IILM

10:00 (3) NBS

(4) BSB

11:00 (5) I LULC

12:00 (6) RBS.

1:00 (7) IISB.

2:00 (8) IBS.

3:00 (9) Taxila

4:00 (10) I Mac.

5:00 (11)

6:00

Notes

27

Thursday

2001

★★★★★

DECEMBER

December 2001	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

004/361 Week 52

8:00 ★. Price of a vote =

the probability of influencing a decision × the value it can create minus the status quo value.

9:00

10:00

11:00

12:00 IBSAT.

1.) Antzina approch - got up.

1:00

(3) MSc. Economics.

2:00

3:00

4:00

5:00

6:00

Notes

29

Saturday

2001

DECEMBER

December 2001	S 1	S 2	M 3	T 4	W 5	T 6	F 7	S 8	S 9	M 10	T 11	W 12	T 13	F 14	S 15	S 16	M 17	T 18	W 19	T 20	F 21	S 22	S 23	M 24	T 25	W 26	T 27	F 28	S 29	S 30	M 31

	Apply	Applied	Denied
1) CAT.	✓	✓	
2) MAT.	✓	✓	✓
3) XAT	✓	✓	
4) SNAP	✓		
5) FMS			
6) IIFT	X	X	X.
7) NMAT			
8) JMET.	✓		
9) IBSAT.	X	X	X.
10) GMAT.			

8:00

9:00

10:00

11:00

12:00

1:00

2:00

3:00

4:00

5:00

6:00

30 SUNDAY

Notes