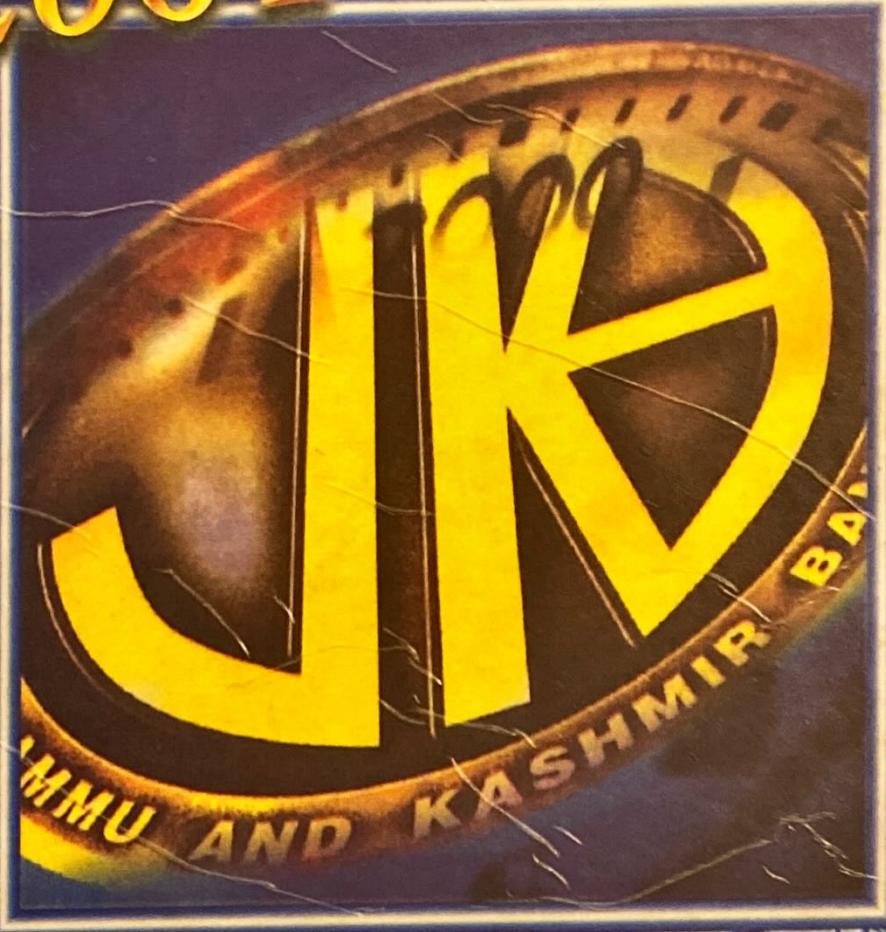


**2001**



**J&K BANK**

1 317 370 4  
 2 355 317 5  
 3 434 264 6

Research

Notebook.

JULY	AUGUST	SEPTEMBER	OCTOBER		
1 S	1 W	1 S	1 M	40th W	
2 M	27th W	2 T	2 S	2 T	
3 T	3 F	3 M	36th W	3 W	
4 W	4 S	4 T	4 T		
5 T	5 S	5 W	5 F	5 M	45th W
6 F	6 M	32nd W	6 T	6 S	5 W
7 S	7 T	7 F	7 S	7 W	6 T
8 S	8 W	8 S	8 M	41st W	7 F
9 M	28th W	9 T	9 S	9 T	8 S
10 T	10 F	10 M	37th W	10 W	9 S
11 W	11 S	11 T	11 T	10 S	10 M
12 T	12 S	12 W	12 F	12 M	50th W
13 F	13 M	33rd W	13 T	13 S	11 T
14 S	14 T	14 F	14 S	14 W	12 W
15 S	15 W	15 S	15 M	42nd W	13 T
16 M	29th W	16 T	16 S	16 F	14 F
17 T	17 F	17 M	38th W	17 W	15 S
18 W	18 S	18 T	18 T	17 S	16 S
19 T	19 S	19 W	19 F	18 M	51st W
20 F	20 M	34th W	20 T	19 W	17 M
21 S	21 T	21 F	21 S	20 T	18 T
22 S	22 W	22 S	22 M	43rd W	20 T
23 M	30th W	23 T	23 S	21 W	21 F
24 T	24 F	24 M	39th W	22 T	21 S
25 W	25 S	25 T	25 T	23 F	22 S
26 T	26 S	26 W	26 F	24 S	23 S
27 F	27 M	35th W	27 T	25 S	24 M
28 S	28 T	28 F	27 S	26 M	52nd W
29 S	29 W	29 S	28 T	27 T	25 T
30 M	31st W	30 T	29 M	27 F	26 W
31 T	31 F	30 S	29 W	28 W	25 T

2001



# JANUARY

1

## **Monday**

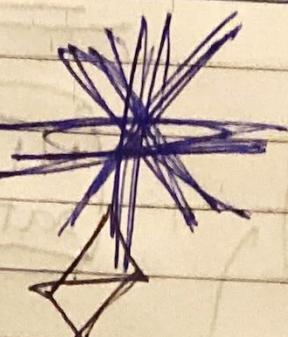
**Monday**

February 2001	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S					
	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

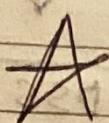
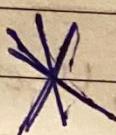
8 : 00

364/001 Week 1

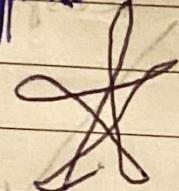
9 : 00



11 : 00



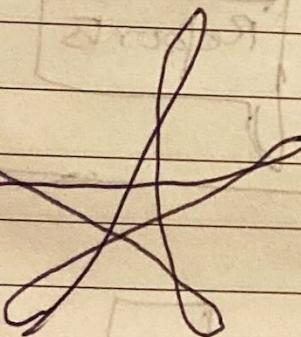
12 : 00



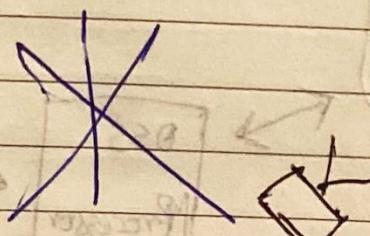
2 : 00



3 : 00



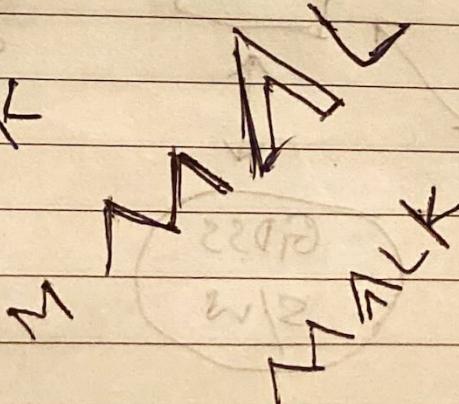
1



6:00

## Notes

37  $\nearrow$   $\nwarrow$  27020 1K



132

2

5/29.

2001

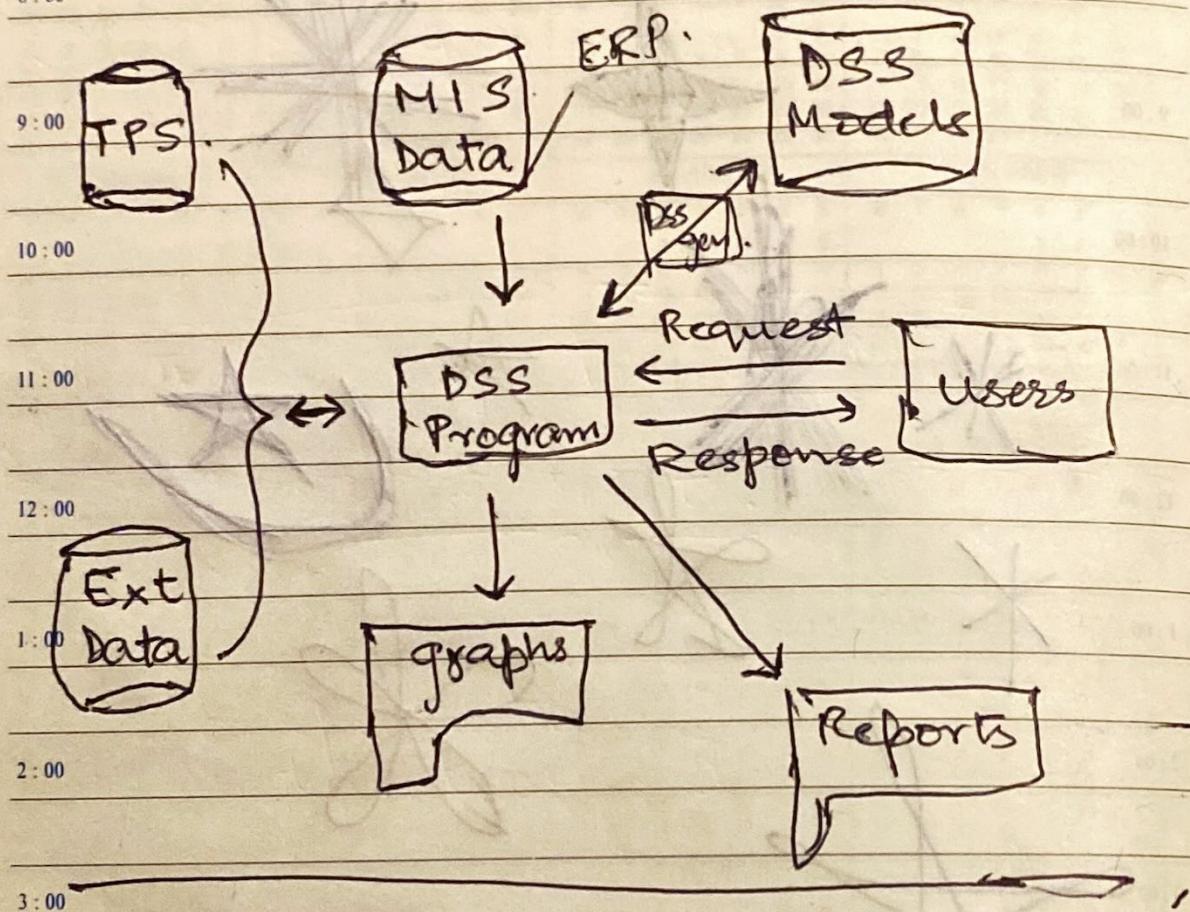
☆ ☆ ☆ ☆ ☆

**Tuesday**

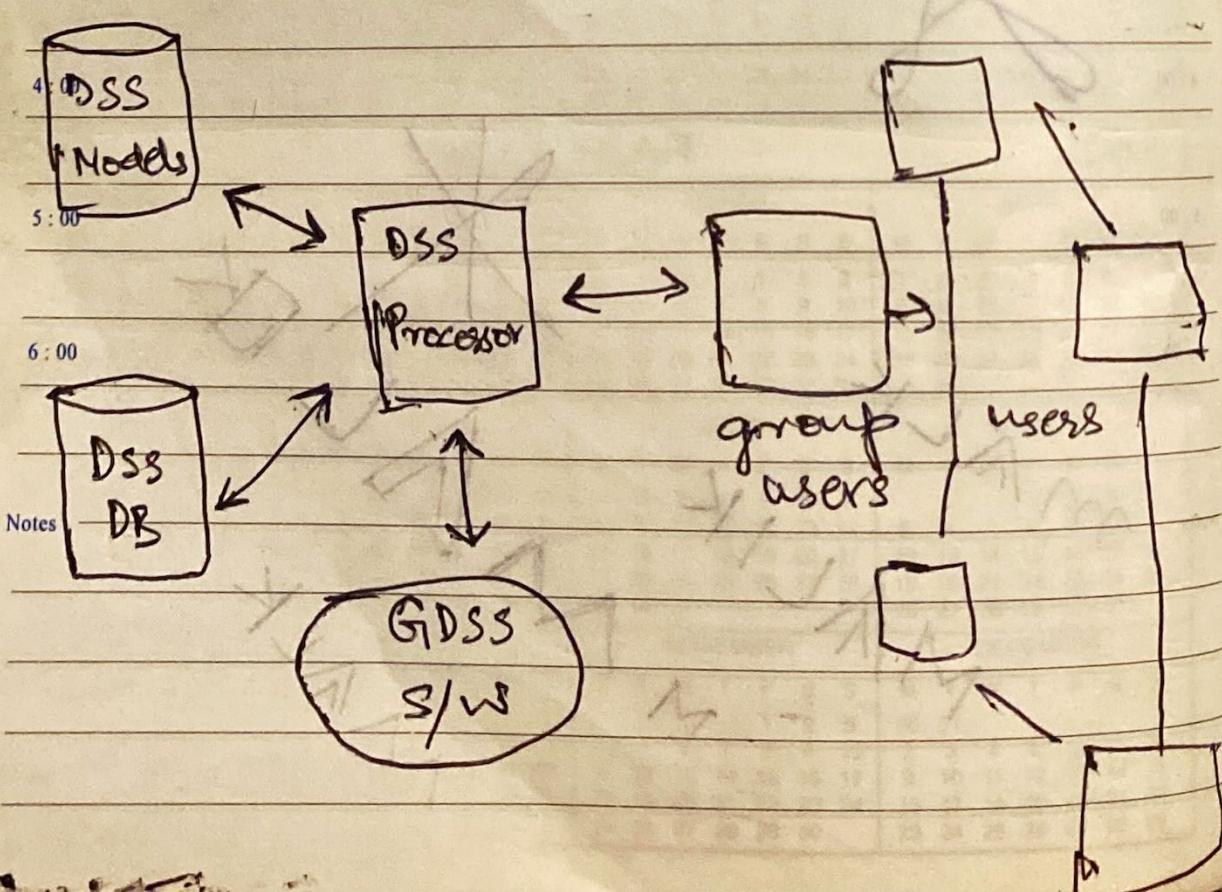
MIS.

January 2001	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24

8 : 00



## Notes



2001

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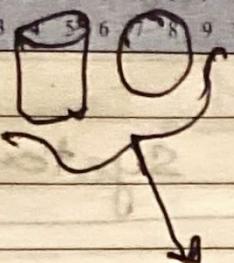
3

## JANUARY

Wednesday

February	T	F	S	S	M	T	W	T	F	S	S	M	T	W	F	S	S	M	T	W	T	F						
2001	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

8:00 TPS



data

MIS Data

362/003 Week 1  
DSS Models

9:00

10:00

ESS programs

Admin.  
Support  
Work-  
station

OAS Data

Request  
Response

11:00

Reports

ESS Models

Executive  
workstation

2:00

Graphs

3:00

Architecture

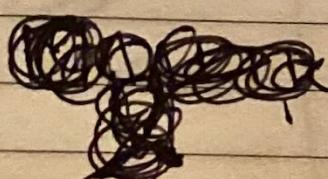
of

a

6:00

Generic ESS Application.

Notes



03/04/08.  4

2001

\*\*\*\*\*

JANUARY

January	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W							
2001	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

361/004 Week 1

8:00

→ Office Automation System

9:00

10:00

03/04/08  Project Mgmt.

①

12:00

Sales Mgmt.

1:00

Compensation }  
Motivation }

2:00

Motivation < Internal factors)  
External

4:00

②

MIS.

(Gita Mamt).

6/30)

03-04-08

Thurs

Himalya Publications

Q 2 mark  
Notes ERP? softwares? objectives ↵

Smart

①

2001



\*\*\*\*\*

JANUARY

08/04/01

5es

Oakbariport. (ov.)

Friday

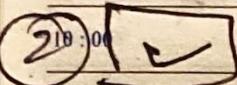
	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F							
February	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	•	•



MIS.

360/005 Week 1

9:00



MIG.

08/04/08.

(Tues)

11:00

12:00

P-GT.

B-GT.

1:00

2:00

3:00

4:00

5:00

6:00

Notes

2001

\*\*\*\*\*

## JANUARY

Saturday

January 2001	M	T	W	F	S	S	M	T	W	F	S	S	M	T	W	F	S	S	M	T	W
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21

359/006 Week 1

8:00

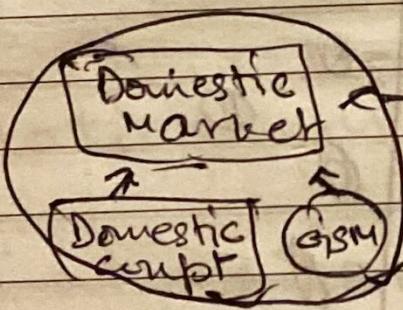
In order to understand the market we have to, put on the lenses of the target audience.

10:00

12:00

International Mktg challenge

1:00



Foreign  
competitor

4:00

(International Mktg plan)

→ Conduct a situation analysis

5:00

Understand.

7 SUNDAY Undertake Market Analysis

Notes

\*  
Sunday  
Market Analysis

2001

8

\*\*\*\*\*

JANUARY 90% of Aust - desert, Monday

February 2001	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F						
	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	... ...

Step - 1. situational Analysis, <sup>35/088 Week 2</sup>

- 9:00     • Political.     *about politics*
- 10:00    • Economic.     *market*
- 11:00    • Legal.     *government*
- 12:00    • Cultural.     *(with all)*

Step - 2. Market Analysis.

- 1:00     (Very important step)  
        ( Is there a market for nano )     - Australia
- 2:00     • Number,     *demographic*
- 3:00     • Location,     *market*

Step - 3. Set objectives.

- 5:00
- Number ..
- 6:00 Mkt. Share of segment,
- Other ?

Notes

(The what)

9

2001

\*\*\*\*\*

Tuesday

JANUARY

January 2001	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	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

8:00 Step-4 Strategy:

356/009 Week 2

- Entry mode
- Partners.
- Relationships.
- 10:00 (the How).
- 11:00
- 12:00

1:00 Entry modes:

- 2:00 ◦ Internet (useful),
- 3:00 ◦ JV,
- Wholly Owned subsidiary,
- 4:00 ◦ Contract Manufacturing
- 5:00 ◦ Franchising,
- 6:00 ◦ Licensing
- Notes ◦ Exporting <sup>direct</sup> <sub>Indirect</sub>,

2001

★ ★ ★ ★

JANUARY

10

Wednesday

February	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F						
2001	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	... .

8:00 Step - 5. Marketing Programma week 2,

9:00 o. Product (attributes).

10:00 o. Price level.

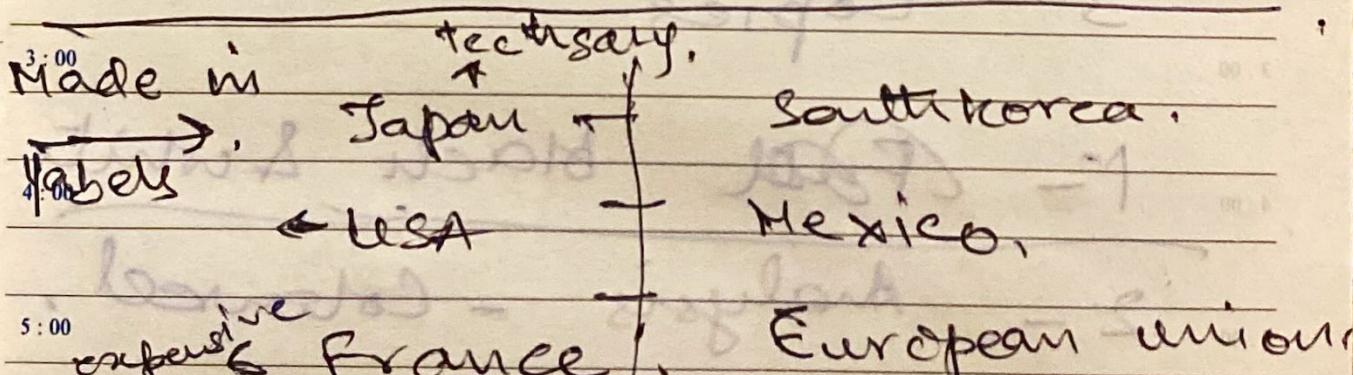
o. Place (channel).

11:00 o. Promotions ~~Marketing Mix~~.

12:00 (Mktg. Mix) - ~~Marketing Mix~~

1:00

2:00 Country of origin Effects (COE).

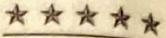


→  
cheap,  
bad quality.

Notes

# 11

2001



JANUARY

Thursday

January 2001	M	T	W	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W								
	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

8:00 ~~put down~~ → B-day 354/011 Week 2

Brands vs COE

9:00 ~~lost in the book~~

10:00 Brand Strength vs COE,

11:00 e.g., Made in China, Nke product

12:00 ← ~~MAAT-H~~

1:00

Analys

3 Copies.

2:00

1 - ~~Fool~~ Black & white

3:00

2 - Analysis - Coloured,

4:00

3 - Chapters - Coloured,

Notes

2001

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JANUARY

12

Friday

February	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S												
2001	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	• • •

8:00

353/012 Week 2

~~Colour red~~

9:00

Pg - 1, 7, 29, 45;  
 . 7, 29;  
 45;

10:00

11:00

12:00

Chap - 2.

1:00

colour - P.

2:00

Pg - 51.

3:00

Ch - 3,

69, 74, 75, 45.

4:00

Ch - 4.

Notes

Pg - 94 - 96, 98, 100, 82,

24, 06, 08, 10, 12, 14, 16, 18, 28,  
 22, 24, 26, 28, 80, 32, 51

FEB

MAR

APR

MAY

JUN

13



2001



JANUARY

Saturday

January 2001	M	T	W	F	S	S	M	T	W	F	S	S	M	T	W	T	F	S	S	M	T	W	F	S	S	M	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

352/013 Week 2

8:00 36, 36, 40, 42, 44, 46,

9:00

an - 8.

10:00

11:00 147, 1162, 08

12:00 S - stars

1:00 163,

2:00

3:00 36. 6. 54.

59.

72.

54. 6

53.

29/20 58:5

6:00

14 SUNDAY

Notes

13, 07, 18, 18, 18 - 10. - 61

8, 21, 21, 11, 11, 01, 01, 80, 50, 18

11, 11, 08, 25, 20, 10, 56

2001

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JANUARY

15

Monday

February	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F							
2001	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	•	•

8:00

350/015 Week 3

Coloured paper

~~Logos~~  $3 + 3 + 3 + 3 = \text{Logos} = 9$

10:00

Logos Exec. summary

$3 \times 1 \text{ cover} + 3 \times 1 = 3(\text{cover}) + 3 \times 3 = 6$

1:00

Introduction

$3 \times 1(\text{cover}) + 1 \times 3 + 1 \times 3 + 3 = 9$

3:00

Research design

$1 \times 3 \text{ cover} = 3$

6:00

Profile

$1 \times 3 \text{ (cover)} + 1 \times 3 + 1 \times 3 + 1 \times 3 = 12$

Notes

FEB

MAR

APR

MAY

JUN

# 16

2001

★ ★ ★ ★

JANUARY

Tuesday

January 2001	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24

349/016 Week 3

8 : 00

Analysis.

9 : 00

$1 \times 3 \text{ cover} = 3$

10 : 00

$28 \times 2 \text{ (graphs)} = 56,$

12 : 00

Findings

2 : 00

$1 \times 3 \text{ cover} = 3$

3 : 00

$+ 1 \times 3 = 3$

4 : 00

$1 \times 3 = 3$

5 : 00

9

6 : 00

Biblio graph

Notes

$1 \times 3 \text{ cover} = 3$

$1 \times 3 = 3.$

2001

\*\*\*\*\*

JANUARY

17

Wednesday

February	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F								
2001	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	•	•	•

8:00

348/017 Week 3

Annexure

9:00

(23 (cover) = 3

10:00

1x3 = 3,

11:00

12:00

Plastics &gt; 18 + 17 + 16

1:00

= \$1.

2:00

P2E c do 2240 2240

3:00

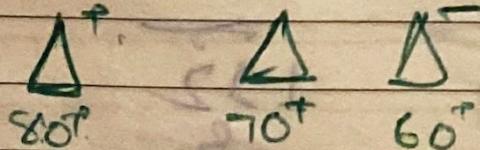
P7

4:00

86. 292 60x6.  
+ 66. 360292  
---  
68.

5:00

6:00



Notes

FEB

MAR

APR

MAY

JUN

18

~~56 + 79  
39~~

2001

★ ★ ★ ★

JANUARY

Thursday

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

347/018 Week 3

8:00

Logos = 9 → 0 → P.

9:00

Exec = 3 → 2 → 0 → 0

10:00

Chap 1 = 9 → 2 → 0

11:00

Logos = 9. X 3 = 27

12:00

Exec = 3. X 6 = 18.

Chap 1 = 9. X 6 = 54

1:00

R.D = 3 = 6 = 18

2:00

Profile = 12 X 6 = 72

Analysis = 3 + 56 x 6 = 354

3:00

Findings = 9 → 2 → 3 = 54

4:00

Biblio = 6. X 6 = 36

5:00

Annexure = 6. X 6 = 36.

6:00

Master = 6. X 6 = 36,

Notes

$$\begin{array}{r}
 132 \\
 - 8 \\
 \hline
 53
 \end{array}
 \qquad
 \begin{array}{r}
 705 \\
 - 102 \\
 \hline
 803
 \end{array}$$

2001

\*\*\*\*\*

JANUARY

19

Friday

February	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F						
2001	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	• • •

8:00

346/019 Week 3

I.

9:00

Plastic

= ~~5 + 2~~

10:00

10 + 6 + 2 + 7 =

11:00

1.60 ~~10~~ x 3 = 507

+ 25

532

1:00

- 122

2:00

410

3:00

410 x → 400

+ 80.00

1200

+ 1. 1200

Notes

**20** there are many  
that start with  
**Saturday**

fair  
2001  
JANUARY

January	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	
2001	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18

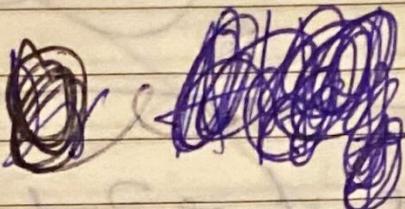
8:00

wrote students

145/020 Week 3

9:00

15



wrote a book

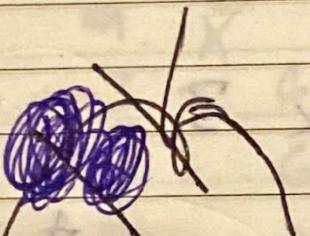
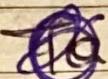


10:00

16

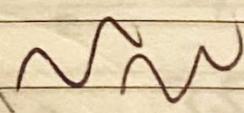
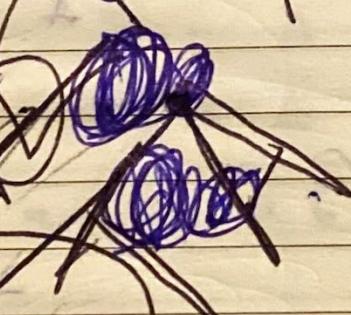
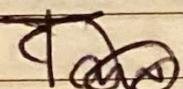
(Book)

11:00



17

12:00



1:00

2:00

3:00

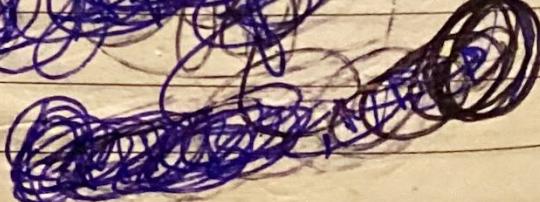
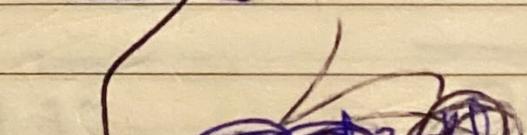
4:00

5:00

6:00

**21 SUNDAY**

Notes



2001

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JANUARY

22

Monday

February	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F
2001	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

8:00

343/022 Week 4

① open office - 2.3 (freeware)  
 (full v)

10:00

Toys: ✓  
 11:00

Therefor

② Club : Lixia (Demo),  
 12:00

③ Denied ops. (Demo)  
 1:00

④ Imperium Romanum (Demo)  
 2:00

⑤ Jack weare (Demo)  
 3:00

⑥ My Moose & Me (Demo)  
 4:00

⑦ Penumbra (Demo)  
 5:00

6:00 Tools:

Multimedia:-

Notes

- ① wav to Midi → (freeware)
- ② VLC media player → 4.
- ③ Adobe Flash player

# 23

2001

\*\*\*\*\*

JANUARY

Tuesday

January 2001	M	T	W	F	S	S	M	T	W	F	S	S	M	T	W	F	S	S	M	T	W										
	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

8:00 ④ Cool Edit Pro → (Freeware)

9:00 ⑤ v-lite Codec.

10:00 ⑥ Ganttonis Media Player "

## Internet:

11:00 ① V-downloader - (Freeware)

12:00 ② Spybot

13:00 ③ Adobe AIR

14:00 ④ Mikogo-

15:00 ⑤ Aspunter 6.

16:00 ⑥ Mobile -

17:00 Sony Ericsson update 4

18:00 System

19:00 My Tech box

20:00 ① Rightscribe Label

Notes ② Vista codex.

③ Right scribe soft.

④ Vista transformation

⑤ Vista transformation

2001

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## JANUARY

24

Wednesday

February 2001	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	F
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22

341/024 Week 4

- (6) 8:00 Daeron food life
- (7) 9:00 Diobos Rnn Player
- (8) 10:00 DVD snapshot
- (9) - Lightscribe tent.
- (10) 11:00 SMono mpeg encoder
- (11) 12:00 Wind Pad
- (12) 1:00 To Tune
- (13) 2:00 Open Z.

3:00

4:00 Hello. Therefore there are

5:00 many types of .

6:00 Hello. Therefore there

Notes are too many types of .

like pens.

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JANUARY

January  
2001

	M	T	W	T	F	S	S	M	T	W	F	S	S	M	T	W
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
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			

340/025 Week 4

8:00

9:00

10:00

11:00

12:00

1:00

2:00

3:00

4:00

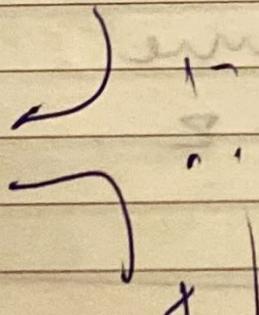
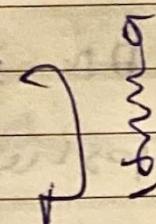
5:00

6:00

Procedure People

Data :

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3  
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# JANUARY

February	T	F	S	S	M	T	W	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F
2001	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22

8 : 00 339/026 Week 4

9 : 00

10 : 00

11 : 00

12 : 00

1 : 00

2 : 00

3 : 00

4 : 00

5 : 00

6 : 00

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# JANUARY

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Monday

February	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F						
2001	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	• • •

8:00

336/029 Week 5

9:00

10:00

11:00

12:00

1:00

2:00

3:00

4:00

5:00

6:00

Notes

2001  
Feb 29  
8:00 - 12:00 AM (A)  
1:00 - 5:00 PM (P)  
6:00 - 10:00 PM (P)

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JANUARY

30

Tuesday

January 2001	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24

335/030 Week 5

8:00

Subjects list:

- ① 9:00 Quantitative Ability ↗ Maths.
- ② 10:00 Data Sufficiency ↗ .
- ③ 11:00 Reading Comprehension ↗ .
- ④ 12:00 Verbal Ability ↗ .
- ⑤ 1:00 Data Interpretation .
- ⑥ 2:00 Speed Enhancement Tests .

7) 3:00 Reasoning

8) 4:00 Quantitative Ability  
logical .

5:00

6:00

A) DI &amp; DS .

B) Notes QA & ~~DS~~ .C) SE ~~QA~~ & REAS. A LA .

D) R Comp. &amp; VA .

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JANUARY

31

Wednesday

February 2001	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F							
	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	•	•

334/031 Week 5

8 : 00

Subject 1.

9 : 00

Quantitative Ability.

10 : 00

i) SM100901.

ii) SM100909.

iii) SM100921

iv) SM100961

1 : 00

2 : 00

3 : 00

4 : 00

5 : 00

6 : 00

Notes

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## FEBRUARY

Thursday

February 2001	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F						
	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	• • •

8:00

Subject - 2

333/032 Week 5

9:00

Data Sufficiency / Interpretation.

10:00

SM100902

TOP001MC

11:00

SM100922

POPO01M2

12:00

SM100905

TSP001M2

1:00

2:00

3:00

4:00

5:00

6:00

Notes

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## FEBRUARY

2

Friday

March 2001	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24

8 : 00

Subject - 3

332/033 Week 5

9 : 00

Verbal Ability.

i 10:00

SM 100904

ii 10:00

SM 100923

iii 10:00

V102.

12 : 00

1 : 00

2 : 00

3 : 00

4 : 00

5 : 00

6 : 00

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## FEBRUARY

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Saturday

February 2001	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F						
	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	...

8 : 00

Subject -

331/034 Week 5

9 : 00

Reading Comprehension:

10 : 00

SM1000903 .

HP P001 MR

iij  
11 : 00

SM1000925 .

EP P001 MR

. 501V

12 : 00

1 : 00

2 : 00

3 : 00

: 00

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4 SUNDAY

2001

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FEBRUARY

5

Monday

March 2001	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F								
	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

8 : 00

Subject - E

329/036 Week 6

9 : 00

Reasoning.

10 : 00

i) SM 100908 .

11 : 00

12 : 00

1 : 00

2 : 00

3 : 00

4 : 00

5 : 00

6 : 00

Notes

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## FEBRUARY

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Tuesday

February	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F							
2001	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	.	.

8:00

Subject - 5

328/037 Week 6

~~2/29~~

Speed Enhancement Tests

~~10:00~~

SM100907

11:00

12:00

1:00

2:00

3:00

4:00

5:00

6:00

Notes

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FEBRUARY

starts today

7

Wednesday

March 2001	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

8:00

Subject - 4

327/338 Week 6

9:00

SOP Logical Ability

10:00

J, SM700806.

11:00

12:00

1:00

2:00

3:00

4:00

5:00

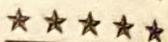
6:00

Notes

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Specialisations.

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FEBRUARY

Thursday

February 2001	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F						
	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	...

8:00

326/039 Week 6

Finance :

9:00

- a) Consumer Banking ] undertaken some  
 b) 10:00 Investment " orgn.  
 c) Institutional " FMRC  
 d) 11:00 Merchant "  
 e) Development "  
 f) 12:00 Non-Banking Finance.  
 g) Corporate Finance.  
 h) 1:00 Treasury Management.

2:00

3:00

4:00

5:00

6:00

Notes

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## FEBRUARY

9

Friday

March 2001	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F								
	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

28:00 Marketing:

325/040 Week 6

a) 00 Sales & Distribution.

b) 10:00 Product Management.

c) 00 Advertising & Public Relations.

d) 00 Market Research.

e) 00 Media Planning.

f) 00 Brand Management.

3:00

4:00

5:00

6:00

Notes

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Saturday

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FEBRUARY

February	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	
2001	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24

324/041 Week 6

3)

8:00 Human Resources Mgmt.

9:00

a) Human Resources Development (HRD).

10:00

b) Personnel Relations.

11:00

c) Industrial Relations.

12:00

1) Systems :

2:00

a) Computer Manufacturing & Selling.

3:00

b) Systems consultancy.

4:00

c) Systems Management.

5:00

d) E-commerce.

6:00

11 SUNDAY

Notes

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FEBRUARY

	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F								
March 2001	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

12

Monday

8:00

Production : (Engg.)

22/04/3 Week 7

a) Productivity Improvement.

b) Quality Control.

c) Inventory Control.

d) Production Planning.

1:00 HAZRAH ; MODDAM ; ASIM etc.

(student)

6:00 Operations :

3:00 a) Processes, Relationships,

4:00 Vendor development, Ancillary  
Mgmt etc.

5:00

6:00

Notes \_\_\_\_\_

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# 13

Tuesday

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FEBRUARY

February	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F							
2001	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	.	.

7) 8:00 Advertising: *Tasks* 321/044 Week 7

a) 9:00 Client Servicing *its board*

b) 10:00 Media *Tasks* *utilization*

c) 11:00 Account Planning *Tasks* *utilization*

d) 12:00 Copywriting *Tasks* *utilization*

→ 1:00 MICA ; MASSCOM ; MAPRM .  
(Institutes).

2:00 : *Tasks* *utilization*

3) 3:00 Materials Management: *Tasks* *utilization*

4:00 Basically : *Tasks* *utilization*  
Managing raw materials.

5:00

6:00

Notes \_\_\_\_\_

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FEBRUARY

14

Wednesday

March 2001	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F								
	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

8:00 International Business. 320/045 Week 7

9:00 (IIFT) Top Instt.

10:00

11:00 (10) Telecom Management:

12:00

1:00 (10) Entrepreneurship:

2:00

3:00

4:00

5:00

6:00

Notes

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FEBRUARY

Thursday

February 2001	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F						
	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	...

319/046 Week 7

P.T. Top MI's in India:

9:00

Ivy League:

10:00

- S. No.
- 1) IIM's
  - 2) XLRI (Jamshedpur)
  - 3) IIIFT. (Delhi)
  - 4) FMS ( " )
  - 5) S.P. Jain Instl. of Mgmt. Research
  - 6) National Instl. of Industrial Engineering (NITIE) (Mumbai) (NITIE)
  - 7) Jamnalal Bajaj (JBIMS) (Mumbai)

2:00

Top Notch:

- 1) Mgmt Dupt Institute (MDI)
- 2) Xavier's Instl. of Mgmt. (XIS) (Bhubaneswar) (XIM)
- 3) Notes IIT's.
- 4) IISc. (Bangalore).

2001

FEBRUARY

March  
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16

Friday

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318/047 Week 7

5) SIBM, (Pune)

6) Narsee Monjee, (Mumbai) (NMIMS)

Excellent :

1) T.A. Pai, Manipal.

2) Symbiosis centre for Mgmt. &

HRD upm, Pune.

3) IMT, Ghaziabad.

4) Nirma Instl. of Mgmt,

Annedabad.

5) International Mgmt. Instl;  
Delhi (IMI)

6) K J Somaiya Instl. of Mgmt.  
studies, (Mumbai).

7) University Business School,  
Chandigarh

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FEBRUARY

Saturday

February	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F							
2001	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

8:00

worth Considering.

317/048 Week 7

- 1) 9:00 ICFAI (IBS school at 14 location)
- 2) 10:00 Instt. of Tech. & Mgmt., Gurgaon
- 3) 11:00 Birla Instt of Mgmt. & Tech., Delhi.
- 4) 12:00 Amity Business School, Delhi
- 5) 1:00 Welingar Instt. of Mgmt. Devt & Research, Mumbai.
- 6) 2:00 EMPI, New Delhi.
- 7) 3:00 Kuloskar Instt. of Advanced Mgmt. Instt. Studies, Hariharpur.
- 8) 4:00 SDM Instt. of Mgmt. Devt., Mysore.

6:00  
18 SUNDAY

Notes

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FEBRUARY

19

Monday

March 2001	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F								
	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

8:00

List of Tests:

315/050 Week 8

- 9:00 (i) MAT. ✓ 91 %ile.
- (ii) CAT. ✓ .
- 10:00 (iii) JMET. . x
- (iv) IBSAT. . x .
- 11:00 (v) XAT. ✓
- 12:00 (vi) FMS.
- (vii) AIA NMAT.
- 1:00 (viii) SNAP. ✓ .
- (ix) IIFT. x ..
- 2:00 (x) IRMA. x .
- 3:00 (xi) Maharashtra CET.

4:00

Others:

IMT (Ghaziabad)

IIM (Delhi)

6:00

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FEBRUARY

Friday.

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Wednesday

March 2001	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F								
	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

→ 18 ways to Program the mind for Success : 313/052 Week 8

9:00

i) All causation is mental.

10:00

- How you use my mind

11:00 Determines your success.

- Improve the quality of your thinking & ~~you improve~~ " " life

12:00

1:00 you improve the quality of life.

2:00

ii) The Law of Expectations

4:00 Whatever you expect with confidence (+ve or -ve) becomes your Reality.

5:00

6:00 → Expect to succeed & you'll

Notes

→ Apply Talents & Abilities To opportunities.

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Thursday

FEBRUARY

February	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F						
2001	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	.

iii) 8:00 The law of Attraction

312/053 Week 8

- 9:00 You are a living Magnet.
- Emotionalist thoughts are the key.

11:00

12:00 The Law of Correspondence

- 1:00 As is Within, so without.
- 2:00 The outer world reflects our inner world.
- 3:00 What's happening outside corresponds to what's happening inside.
- 4:00 Conscious & Subconscious levels
- 5:00 Outer world of People.

Notes

- Relationships
- Wealth.

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FEBRUARY

23

Friday

March	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F								
2001	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

v) The Parable of the talents <sup>11/054 Week 8</sup>

- fill the mind with thoughts, Pictures & Consciousness of wealth.
- The Rich get Richer.
- 11:00 • Accumulate knowledge Books, Magazines, Seminars, Audio
- 12:00
- Begin Now to Save & Accumulate Money.
- 2:00 • Use your accumulated experience
- 3:00 • Everything that you do Counts.
- 4:00 • Everything you do should move you towards your goals.
- 6:00

vi) The Law of Accumulation:

- Notes -
- Everything accumulates over time,
  - the sum total of many, many tiny efforts.
  - A snow ball rolling forward.

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FEBRUARY

24

Saturday

February	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F						
2001	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	.

vii, 8:00 The Law of Belief : 310/055 Week 1

- whatever you believe with feeling B'comes your reality.
- 10:00 successful people believe they have the ability to succeed.
- 12:00 Positive knowing.
- Build a Prosperity consciousness.
- 1:00 Make it inevitable that you succeed .

viii, 3:00 Will Power :

- 4:00 Confidence , conviction ,
- 5:00 Faith in the Ability to Triumph .

6:00

- 25 SUNDAY Repetitions .

- Notes - Reading Biographies .
- Working on Goals .
- Tapes .
- Books .

2001

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FEBRUARY

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Monday

March 2001	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F								
	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

Success is near.

308/057 Week 9

Positive knowing.

- No matter what, you know you will succeed.

10:00

- Get Active.

11:00

- What is your Aim,

1:00

Self Mastery is Essential for success.

2:00

Control over your thoughts & Emotions is the key

4:00

- Talk & think on the things you desire.

5:00

Master and Control your Actions.

6:00

- If you are hard on yourself, life will be easy on you.
- Fill the mind with thoughts that are consistent with your desires.

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FEBRUARY

Tuesday

February	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F						
2001	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	...

xii, 8:00 A Burning all Consuming  
Desire for wealth. 307/058 Week 9

• This is the Beginning of

10:00 Financial Success.

- 11:00 Decide that you want to  
make a lot of money

12:00 - that you want to be

1:00 a Millionaire.

xiii, 2:00 Set a specific Goal for  
Financial Achievement.

• Write it down.

4:00 • Set a Deadline.

5:00 • Set a detailed plan for  
its achievement.

6:00 : Set a 12month plan. To  
increase income by 50%.

: Begin, Act, Get Going.

: Raise the goal as you get  
closer to completion.

Notes

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FEBRUARY

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Wednesday

March	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	F	S								
2001	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

8:00 Be clear about the goal. 306/059 Week 9

9:00 Be flexible about the process.

(xiii) Practice Visualisation.

10:00 Clear mental Pictures.

- Causative thinking.

12:00

• Steps to be taken for achievement

1:00

• Clear mental pictures, activate sub and super conscious mind.

3:00 - length of visualisation.

- Frequency on a day to day basis.

4:00

- Intensity, emotion, Passion.

5:00

- Vividness, how clear is the visualisation.

6:00

\* Develop a Treasure map - watch it over & over.

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Thursday

March 2001	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	F
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22

xiv, 8:00 Positive self Talk

305/060 Week 9

- 9:00 Talk to yourself positively all the time.
- 10:00 I can do it.
- 11:00 I make a million.
- 12:00 I'm the best.
- 1:00 A continuous positive inner dialogue that is consistent with goals.

xv, Always Feed the Mind Positively.

- 4:00 Read Stories, Books, Seminars & Articles about other successful people.

Notes

- Visualise, Emotionalize, Fantasize
- Role models magnetise the minds.
- Read everything you can about financial success.

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Friday

April 2001	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

8:00 Become a Road's Scholar — utilise Driving time. 304/061 Week 9

9:00

xvi, Associate Only with Success Oriented positive people.

10:00 11:00 Get around Winners.

Fly with the eagles.

12:00 Seek out Positive People

1:00

xvii, Think about & Visualise

2:00 your goals & as Realities.

3:00 Last thing at Night, First thing in the morning.

4:00

• See the goal as already in existence.

5:00

6:00 Activate the ~~per~~ subconscious with present tense, pictures & affirmations.

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Saturday

March	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F								
2001	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

viii. 00 - Reflect on Goals Daily. 303/062 Week 9

9:00 30 - 60 mins in the morning.

10:00 → The Golden Hour (The Rudder of the Day) by yourself.

11:00

→ Review plans for accomplishing goals.

12:00

→ Think of better ways to accomplish goals.

1:00

→ Reflect on the valuable lessons learned.

2:00

→ Visualise goals as reality.

3:00

0:00 → Rewrite major goals in Present Tense as if already Reality.

5:00

4 SUNDAY

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Monday

April 2001	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

8:00

301/064 Week 10

→ Study Skills 4 Successful Students

9:00

Chap - 1: Personal Mgmt. Strategies.

10:00

- Motivation

11:00 Concentration

- Procrastination

12:00 Memory Enhancement

1:00

→ Motivation:

2:00

- Buy an exercise book

3:00 to use as a work diary and make a daily list of 4:00 your study tasks. Tick the

study tasks as you 5:00 accomplish them. The ticks

become the record of work 6:00 accomplished. Looking over the pages of ticked items will

Notes give you a positive feeling of achievement ~~as~~ and spur you on to even more accomplishments

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Tuesday

March 2001	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	F									
	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

- 8:00 Rewarding positive actions is a good motivator.
- 9:00 ~~Select~~ Select rewards which will be personally appealing, such as going to a film when a major project has been finished. It's best not to use food as a reward, as dietitians will rightly claim that food should only be used as a source of nutrition. Make a list of other rewards which are personally appealing & use them to prompt increased motivation & enhanced productivity in your studies.

- 5:00 Invite several classmates from your most difficult subject to join a lunch-time study group & meet weekly to discuss the topics raised in the last several lectures. Choose people who are serious about their study. If

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Wednesday

April 2001	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

8:00 each person takes responsibility for preparing three questions, the luncheon meeting can then follow a disciplined format of discussion which is mutually beneficial to all.

12:00 Make a revision chart & post it in front of your study area. Every time you look up you will be reminded of the necessity to maintain a steady progressive campaign of revision. Remember, regular revision is the key to exam success - and this key is best turned regularly every week. It will unlock many of the problems facing you in the exam room.

Notes

If personal discipline is not your strongest characteristic, then consider giving a list of the goals you plan to

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	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	F								
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

8:00 accomplish each week to  
a family member or  
9:00 close friend. Arrange a  
regular weekly meeting with  
this person to report on your  
progress.

11:00  
Clarify your vocational goals.  
If you know where you are  
headed, then you are more  
likely to get there even if  
the route takes you over  
some rough ground. Talk to  
people working in the vo-  
cational area you are  
aiming for. Ask them about  
the satisfactions they derive  
from their work, but  
also take into ac the  
dissatisfactions.

6:00  
If you are quite con-  
vinced that you want  
to work as a computer  
systems engineer, advit-  
ing copywriter, medical  
specialist or oriental rug

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Friday

April 2001	S	M	T	W	F	S	S	M	T	W	F	S	S	M	T	W	F	S	S	M
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8:00 dealer, for example, then make a large business card for yourself and post it where you will 297/068 Week 10  
 9:00 see it frequently. The card will remind you of 10:00 your goal and spur you on to greater efforts.  
 11:00  
 12:00

- If you feel like you are burning out from too much stress & pressure then be certain to take more frequent study breaks. Also, schedule the occasional weekend away & completely free yourself from worries about studying. Just enjoy some peaceful surroundings & perhaps the relaxing company of friends. You will return to your books with renewed vigour & drive following such an interlude.

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Saturday

March 2001	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F								
	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

296/069 Week 10

8:00 Motivation

Motivating yourself is fully your responsibility (not the job for your teaching staff, your parents or friends). If you make a success of today, then you have already greased the gears of a successful tomorrow. The essence is to try & to try. There is absolutely no substitute for experience.

3:00

4:00

→ Concentration:

5:00

15×4 technique:

6:00

① 11 SUNDAY Buy yourself an exercise book for recording your study tasks.

Notes

② At each study session, start by writing specific-

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12

Monday

April	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M							
2001	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

8:00 ~~Cally~~ in the first 15mins. 294/071 Week 11

Be realistic & success-oriented, so underestimate your goal rather than plan to accomplish too much. As you progress you will become a more accurate estimator in what you can accomplish in 15mins.

12:00

③ Accomplish the goal. keep

your head down and your mind glued to the task. You will probably find that any thought wandering will be checked, as even ~~as~~ a 3-min day-dream is comprising 20% of your goal time.

④ Rule a column down the right side of the page for red ticks, the ~~symbol~~ <sup>symbol</sup> ~~mark~~ <sup>mark</sup> symbol of task accomplishment. At the end of your first 15-min goal, tick the task and note the small, but pleasant feeling of accomplishment.

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Tuesday

March	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F								
2001	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

8:00 which that action produces. 293/072 Week 11

⑤ 9:00 Take a one-minute break. That's just sixty seconds, so there's no time to ring the bell of your life to discuss the day's events. Be content to move away from your desk, do some mild stretching exercises and then sit for the next bout.

2:00

⑥ 3:00 Repeat the above cycle four times, being certain to specify sufficiently short goals to maximise the opportunities for success. 4:00 5:00 6:00 6:00 each task as it is accomplished and take just a 60 sec. break.

Notes

Find a place where you cannot be distracted.

Get up early before any potential distractors have woken up.

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Wednesday

April 2001	S	M	T	W	F	S	S	M	T	W	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

292/073 Week 11

(3) 00

Procrastination:

9:00

Procrastinate: Regular habit of delaying.

10:00

11:00 Some practical pointers for procrastinating people:

12:00

- Try to determine why you have been procrastinating: fear of failure? fear of criticism? self-demands for practical perfect work?
- If the reasons for your procrastinating habits elude you, then talk with a counsellor. An objective view from outside will help.
- Plan each day & write down your tasks to be accomplished in a dairy. Tick the tasks as you accomplish them.

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Thursday

March	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F								
2001	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

- 8:00 For an additional prompt, give a list of your goals to a close friend & meet several times a week to discuss the progress you are making. 291/074 Week
  - 9:00
  - 10:00
  - 11:00
  - 12:00 If ~~the~~ perfectionism is a problem, try to adopt what I call an acceptable level of approximation. That is, you prepare your work to a level acceptable to you, but short of the perfect point, and then hand it in, waiting until perfection is reached can be a very long wait.
  - 1:00
  - 2:00
  - 3:00
  - 4:00
  - 5:00
  - 6:00 Break large and intimidating jobs down into small achievable bits. & work ~~at~~ diligently at these bits, tick the small jobs off as you go to provide the reinforcement & assurance that progress is
- Notes

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Friday

April 2001	S	M	T	W	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

8:00 being made. 290/075 Week 11

- Make a wall chart of tasks accomplished. Seeing visual evidence each day of ~~progress~~ positive progress will help to keep your momentum going.

12:00 Ask yourself frequently each day what is the most important mark-earning job which you should be doing right now. That question will induce you to consider essay preparation tasks & exam revision.

- To cope with the temptation to do 'busy work' jobs which can draw you away from your studies, make a list of other jobs to do. Look for an opportunity when they can be done in a concentrated manner, preferably at a time which will not distract from your academic work.

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**Saturday****MARCH**

March	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F								
2001	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

- 8:00 Try to make daily studying a productive habit. Get to your study place at the same time each day and get straight to work. Start with an easy task to gain momentum.
- 12:00 Prior to taking study breaks, which are important to keep your mind fresh and alert, write down the time of your return to study and not the task to be done. Planning ahead, even in this short span, will help you to keep focused and to keep going.



## Memory Enhancement:

**18 SUNDAY**

Notes There are three situations in which students will complain of faulty and/or insufficient memory: when reading texts, while listening

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Monday

April	S	M	T	W	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M
2001	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22

287/078 Week 12

8:00 in class, and when revising  
for exams.

9:00

Research

→ 10:00 Remembering what you read

11:00 Remembering what you read,  
especially if the material is  
difficult is hard work. Your  
mind will have to be train-  
ing, questioning, associating  
and generally processing the  
information as you ~~process~~  
~~proceed~~.

3:00

4:00 SQR3 technique: Survey,  
Question, Read, Recite, Recall.

5:00

6:00 The surveying and Question-  
ing are done as a  
warm-up before you  
actually start reading the  
material. As you progress,  
pause and recite the major  
points from each section.

Link these points to the  
prime topics in the subsequent

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March	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F								
2001	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

8:00 sections. This reading 286/079 Week 12  
technique will enhance  
9:00 your memory for what  
is being read, but it  
10:00 will take more time  
than the standard 'get to  
11:00 it' dash through it approach  
which leaves most  
12:00 students with only fuzzy  
recall.

1:00  
Your mind experiences  
2:00 80% decay in short-term  
memory within 24 hrs. In  
3:00 order to retard this decay  
process, you will need to  
4:00 revise the major points  
gleaned from your reading.  
5:00 Try to revise the chapter  
by running your eyes over  
6:00 the underlined or highlighted  
phrases once or twice over  
the next several days.

Notes These revisions need not  
take very much time,  
perhaps just 5 or 10 min  
but that small investment

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Wednesday

April 2001	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

8:00 of time will be well rewarded  
 To prove it, try it. 285/080 Week 12

9:00

- Remembering what is said in the class:

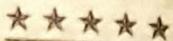
11:00 The same principles which operates in recalling what you read are applicable to recalling what is said in lectures and others during classes. Remembering is a higher mental function & best achieved when the mind is warmed up to the task. As is described in the chapters on listening & note-taking. Be certain to warm up for classes by browsing through the relevant chapter or references. That warm-up need only take 5 mins. While browsing, look for section headings and major topics in bold-face prints. Read captions of graphs & charts.

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Thursday

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March 2001	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F								
	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

When mentally noting these topics, ask yourself what does that mean. How does it relate to the overall concept being presented? What relation does it have to the previous topics? These are just samples of possible questions you might ask. Questions will hook your mind and perhaps grab your mind. When topics are mentioned later in class, you'll experience an 'Ah-hah'. There it is! response which will enhance your for the items. The essence of this technique is warning before class. Preparation is powerful.

Remembering what you revise:

Most students hate revision. It's hard work and the whole process is intimately

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Friday

April 2001	S	M	T	W	F	S	S	M	T	W	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

283/082 Week 12

8:00 connected to the anxiety-producing experience of exams.  
 9:00 For that reason, revision is generally shelved until  
 10:00 the very last minute.  
 Folders of notes are opened  
 11:00 the night or two before exams, leaving only a  
 12:00 small amount of time to cover a substantial  
 1:00 amount of work. These last ditched efforts are  
 2:00 too late for most  
 3:00 of students. However, there are always tales of exceptional efforts made  
 4:00 during the early morning hours by extra-ordinary students who  
 5:00 win high marks. These are tales and they are not  
 6:00 always supported by hard facts.  
 Notes You might have already guessed the message - you need considerable time & lots of

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Saturday

MARCH

March 2001	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F								
	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

- 8:00 efforts to prepare to <sup>282/083 Week 12</sup>  
thoroughly for your exams.  
9:00 Two nights of revisions,  
even if they are all-  
nighters, will not be  
sufficient for most students.  
10:00 The best approach  
is to start your revi-  
sion in the first weekend  
of the semester and learn  
11:00 your class notes from the  
first week. Use these  
2:00 learned concepts over the  
following weeks and then  
3:00 repeat the process the  
next weekend. Learning  
4:00 and then using the  
concepts will increase your  
5:00 memory and facilitate  
understanding. Remember,  
6:00 information revised is  
25 SUNDAY and used is informa-

Notes

was done not  
to be used  
for student  
work

11/09/09

8:15am

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MARCH

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Monday

April 2001	S	M	T	W	T	F	S	S	M	T	W	F	S	S	M	T	S	M	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

8:00 Revision / Memory Practical.

2001/08/09 Week 13

Pointers:

9:00

- Learn as you go. Revise each weekend for the semester exams.

11:00

- Use the information you are learning: debate, question, argue, present, criticise – even sing ~~as~~ to it if you can.

2:00

- ~~Revising~~ Revise your notes at least five times, focusing at first on retaining the major concepts, then proceeding to subtopics, subsectional headings and finally to supporting details.

6:00

- Use coloured pens, highlighters, arrows, asterisks and any other visual aid which will help you to recall concepts in your notes.

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Tuesday

March 2001	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F								
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- 8:00 Be wary about recopying large sections of notes. 279/086 Week 13
  - 9:00 Writing is a very time consuming process and you are likely to gain more from several readings of the notes in the same time it would take to rewrite a section or two.
  - 10:00
  - 11:00
  - 12:00
  - 1:00 If your mind recalls easily geometric designs, try to arrange your concepts to be learned as pyramids, squares, circular patterns, or any other shape which will facilitate your recall. Recalling one element of the design is then likely to suggest the next part.
  - 2:00
  - 3:00
  - 4:00
  - 5:00
  - 6:00
  - Acronyms are handy. Make a word out of the first letters of the items to be learned. Is anyone in doubt about the meanings of radar and scuba? These
- Notes

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Wednesday

April	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M								
2001		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

8:00 words are now a part of our language, but initially they meant 'radio detection & ranging' and 'self-contained underwater breathing apparatus'. 27/087 Week 13

11:00

- Mnemonics are the next step after ~~easy~~ acronyms.

Mnemonics are rhymes or sayings constructed from words starting with the first letters of the terms you want to remember.

Most medical students will know this memory aid for the cranial nerves:

On Old Olympus' Towering Top, A Fat-Assed Garbage-man Viewed Some Hops. The ~~top~~ rhyme is easily remembered and it prompts the doctors to be able to recall the ~~top~~ names of the nerves beginning with the capitalised letters.

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Thursday

March 2001	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24

277/088 Week 13

- 8:00 use any sense, smell, touch, taste, sound, sight, which is likely to improve your memory. who hasn't recalled a particular experienced from the earliest years when they hear a song from the past? what about a smell or ~~an~~ aroma? freshly mown grass? A favourite perfume? These sensory experiences facilitate recall. See if there are any possible uses in helping to recall your concepts.

### Practical Exercises:

#### Motivators:

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Friday

April 2001	S	M	T	W	F	S	S	M	T	W	F	S	S	M	T	W	F	S	S	M
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20

8:00 chap-2: Time and stress mgmt 276/089 Week 11

9:00

- The Daily To-Do List.
- The Semester Plan.
- Long-term career Goals.
- Preventing Time Robberies.
- Study Stress.
- Sharing Resources.
- Diet.
- Sleep.
- Physical Exercise.

2:00

### 1) 3:00 The Daily To Do List:

4:00 Buy an exercise book or some other dairy type 5:00 notebook which is rugged enough to sustain the 6:00 wear and tear of student life. Use a new page for each day and write four column headings at the top of the page:

Task, Priority, Time, Done.

A  
P  
R

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MARCH

31

Saturday

March 2001	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	F	S								
	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

275/090 Week 13

- 8: Under the task column, list every job which is currently needing attention. This will include notes, homework assignments which are due tomorrow as well as longer term projects due in four to six weeks.
- 9:00 You can also include personal chores, domestic duties, or any other tasks which need to be done that day. When noting these tasks, be certain to be specific. For example, it is just too general to say 'Do a bit of history'.
- 10:00 If you have just opened your history book and your best friend rings to invite you over to see a video, you might say to yourself, 'Yes, I've done a bit of History! To the video'.
- 11:00
- 12:00
- 1:00
- 2:00
- 3:00
- 4:00
- 5:00
- 6:00
- 1 SUNDAY
- Notes

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APRIL

2

Monday

May	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	F	S	S	M	T	W	T	
2001	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24

8:00 It would be ~~far~~ far better to specify 'Read pages 126-138, history; do review quest's 1-6 end of chapter'. That is a much more specifically stated task for planning purposes.

273/092 Week 14

The Priority column is fairly straight forward. After listing all the tasks, read through them and assign a 1, 2, or 3 depending upon how important and urgent they are. The no. 1 jobs those that are both important and urgent, need attention today & should be done first. The no. 2 jobs are less urgent and may be carried over until tomorrow, if time is tight. The no. 3 jobs are least urgent and least important and you may even find that they don't get done at all.

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APRIL

Tuesday

April 2001	S	M	T	W	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

8:00 after being carried forward over several days. Be 272/093 Week 14  
 9:00 Sure to focus on no. 1 category, as this is generally 9:00  
 10:00 going to include mark- 10:00  
 earning study jobs - 10:00  
 11:00 preparation of essays & 11:00  
 reports and revision for 11:00  
 12:00 exams, when in doubt about 12:00  
 study tasks, get to those 12:00  
 1:00 jobs which are going to 1:00  
 earn you marks.

2:00 The time column 2:00  
 3:00 is simply your estimate 3:00  
 of how much time you 3:00  
 think the various tasks 3:00  
 4:00 might take. By estimating 4:00  
 the respective times for 4:00  
 various tasks, by esti you 4:00  
 can prevent the frustration 4:00  
 5:00 experiences of planning a 5:00  
 day's work and then 5:00  
 6:00 finding that you really 6:00  
 need a week to accomplish all of the tasks. 6:00  
 e.g., there's really no sense in listing on your Notes Notes

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Wednesday

	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					
May																															
2001	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

8:00 daily plan & Read 'War &  
Peace', as most students  
will require weeks to work  
their way through this  
cto + colossal tome.

271/094 Week 1

The done column is reserved for ticks which you record after completing the individual tasks. Be certain to include this column and to use it, as it represents a reward after working through your task. Giving yourself a tick upon task completion might seem juvenile to some but consider the following. Carpenters, painters and other tradespeople produce tangible and visible results after a day's work. Students, on the other hand, frequently miss out on this very +ve experience after reading a textbook for several hours, you might

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APRIL

Thursday

April 2001	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

270/095 Week 14

8:00 feel exhausted and drained. Yes, you have worked very hard at your reading and you think you understand the work, but is there anything to show for all of this hard labour? Generally, No. However if you have been ticking off reading goals by sections, then you will have, at least, some evidence of work completed. A series of ticks can hold a surprising amount of reward value. Who doesn't like to feel that surge of fulfilment on ticking off a job as completed! I'm sure you do. If you make +ve and productive use of today by organising your tasks and your time, then you will have generated considerable momentum for tomorrow.

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# 15-09-08:  
Mon.

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APRIL

Friday

May 2001	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W								
	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

269/096 Week 14

8:00 After several days of efficient and productive work, you will feel great just paging through your study diary and seeing all of those ticks in the Done columns. Assuming that you have focussed upon the no. 1 jobs first, you will experience a major longer term benefit as well - higher marks & rewards.

# 2:00 and know what to do  
  
The Semester Plan:  
3:00  
4:00 cut a Manilla Folder in half along the seam and holding it horizontally, rule 5:00 one page in the following manner: You will be 6:00 drawing columns and rows to construct a grid, so that Notes your assignments and exams can be inserted into a box opposite the subject and under the correct week of the semester. Draw

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APRIL

Saturday

April 2001	S	M	T	W	F	S	S	M	T	W	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

8:00 a column for your subjects down the left border.

268/097 Week 1

9:00 Across the top, draw a sufficient number of columns for the total number of weeks in the semester

10:00 plus several for the examination period as well. Draw

11:00 in the row lines across the page so that each subject you are presently studying is represented

12:00 down the left hand border of the chart. The Sampled chart shows how the system works. You will note in

3:00 the chart a variety of different assessable tasks have been written in the boxes opposite a particular subject and under a specific week. At one glance one can see exactly where your very heavy periods are going to be. Another important feature of the semester plan is that

4:00

5:00

6:00

8 SUNDAY

Notes

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## APRIL

## Monday

May	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T							
2001	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

8 : 00 266/099 Week 15

266/099 Week 15

$E_{SS}$  =  $E_{ST}$  =  $E_{TSS}$  =  $E_{TST}$  =  $E_{TSS} + E_{TST}$  =  $E_{TSS}$  =  $E_{TST}$

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APRIL

April 2001	S	M	T	W	F	S	S	M	T	W	F	S	S	M	T	W	F	S	S	M	T	W	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

8:00 dotted lines have been inserted from a preceding week and lead up to a report, essay, project or an exam. The dotted lines represent lead up time, or the period over which you want to be actively working on each task.

As assignments are given to you, simply note the task in the relevant box and draw a lead-up arrow to indicate the preparation time. Generally speaking, the first day of preparation time for any assignment is the day it is assigned. If you are given three or four major essays or projects at the beginning of the semester, decide how much weeks you plan to spend preparing each one and insert the dotted

Notes:

265/100 Week 15

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APRIL

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Wednesday

May	T	W	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W									
2001	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

264/101 Week 15

8:00 arrow on your semester plan.  
 To make best use of  
 9:00 the semester plan, either carry  
 it with you in a notebook or  
 10:00 post it ~~out~~ on the wall  
 directly in front of your study  
 11:00 place. Whenever you look up  
 from your books, the overall  
 12:00 agenda for <sup>the</sup> semester  
 will be clearly apparent. That  
 1:00 image of work should act  
 as a strong motivator as  
 2:00 well as a systematic organiser.  
 When writing <sup>your</sup> daily To Do list  
 3:00 consider the tasks, which are  
 due for submission over the  
 4:00 next four to six weeks,  
 and include the relevant  
 5:00 weekly sub-goals in your  
 list. Refer to chap-7 for  
 6:00 further info. on planning  
 your major projects.

Notes The last entry for  
 most of your subjects on the  
 semester plan will be your  
 exam. Final exam preparation  
 is often neglected for vigourously

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12

Thursday

April 2001	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

263/102 Week 15

8:00 repressed by most students during the early weeks of the semester. Few want to start revising for their exams following week One, but that is the best time to start. Remember, exams will count for a very large % of your finals marks in most subjects. Therefore, get started early on your revision and learn as you go. Draw lead-up arrows from week One of the Semester all the way through the weeks and terminating at the exam for each subject. These dotted lines will remind you that ongoing revision is important, indeed necessary, if high marks are to be achieved.

Notes

notes for TUE  
notes for WED  
notes for THU  
notes for FRI  
notes for SAT  
notes for SUN

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APRIL

13

Friday

May 2001	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
# 00																															

## Long-Term Career Goals

262/108 Week 15

Having described how to organise your days and plan your semesters, let's turn now to career goals. At present, you might not know what you want to do as a career, and generally that is OK. You might say that you feel frustrated trying to get on with your studies when you really aren't certain where these studies will take you. Yes, it is indeed difficult trudging ahead in an apparent fog, hoping that your steps will lead you to some worthwhile destination. But, if stopping and standing still is your only option, that won't help your plight.

Generally moving ahead is far preferable to standing still, as experience will teach you something, even if

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Saturday

April 2001	S	M	T	W	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

261/104 Week 15

8:00 it makes you decide to change paths and head off in a different direction knowing where you are going is definitely a help in mapping your way and moving your feet.

People with specific, set goals are more likely to get to their destination.

But what can you do to clarify your career goals.

Here are some pointers:-

- Consult a careers advisor at school, college or in your community. Let the advisor get to know you - your interests, talents and skills as well as your dislikes and personal weaknesses.

15 SUNDAY

- Visit career centres & libraries to read relevant reference materials.
- Take advantage of work

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APRIL

16

Monday

May	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T							
2001	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

8:00 experience programs which give you some first-hand experience  
 9:00 in a workplace.

- 10:00 Arrange to see several people who are working in a job area which you find interesting. The following questions will help you to understand the jobs which they do & what satisfactions do you gain from your job?
- 11:00 What dissatisfactions are involved? What are the career prospects in the job area?
- 12:00 If you were to start your career again what changes would you make?
- 1:00 Take notes and compare the replies. Discuss your conclusions with a careers advisor or counsellor.
- 2:00
- 3:00
- 4:00
- 5:00
- 6:00

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Notes

- If you have absolutely no idea what career you wish to pursue, make an appointment to see a psychologist.

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APRIL

Tuesday

April 2001	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

8:00 for career interest and aptitude testing.

258/107 Week 16

9:00

- Be prepared to change your career goals as you acquire new more experience.
- Many individuals change careers several times and do not really get settled into a long-term career until they are well into their twenties or even their thirties.

## #00 Preventing Time Robberies:

Time will be one of your most scarce, but important resources as a student. The days and weeks will fly by and before you know it you will be sitting on the doorstep of the examination room, and one hopes feeling confident. As time is almost as

Notes

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APRIL

18

Wednesday

May	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T							
2001	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

8:00 important as money, (some  
mgnit. experts say, "Time is Money")  
257/108 Week 16  
9:00 it is vital for you to  
prevent time robberies. The  
10:00 robberies, by the way, are  
generally self-induced. Here  
11:00 are some pointers about  
how to protect time,  
12:00

### • Television and Radio:

1:00 Students simply say  
2:00 students often say that  
they simply cannot survive  
3:00 long study sessions unless  
they have the occasional  
4:00 'hit' of TV. Alternatively,  
some have the radio ~~blag~~  
5:00 blaring loudly to move  
them rhythmically along in  
6:00 their work. Some helpful  
tips about these electronic  
marvels:

- Notes
- Plan your TV viewing,  
if it is necessary at all.  
Set the oven timer for 30mins

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APRIL

Thursday

April	S	M	T	W	F	S	S	M	T	W	F	S	S	M	T	W	T	F	S	S	M									
2001	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

8:00 and when the signal goes <sup>256/109 Week 16</sup>  
 off, get back to your books.

- 9:00 Consider standing up when you watch TV. It's much easier to move away from the set when the program is over.

- Tell a family member or flatmate what you intend to watch and at what time you plan to return to your studies.

- 2:00 If you live alone or with other TV addicts who really cannot afford television time, then seriously consider moving the set to the least comfortable place in the house (the garage?), or better yet, sell the set, give it away or ceremoniously, put a brick through it (turn the power off first!).

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Friday

May	T	W	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W									
2001	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

255/110 Week 16

- 8:00 Time Robbing Visitors:  
when people come to visit, even if it is just crouching by your desk in the library where you're trying to study, they can rob you of valuable study time. Studies have shown that in the business sector, colleagues who drop by to visit a workmate will stay for an average of 17 mins. Several visits a day can certainly drain the productivity potential of the organisation. How do you protect your study time from these visitors?
- 5:00 Try the following:
  - 6:00 Post a DO NOT DISTURB sign on the door, if you have a door to your study area. Better still lock the door.
  - If the visitor invades your

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APRIL

Saturday

April 2001	S	M	T	W	F	S	S	M	T	W	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

254/111 Week 16

- 8:00 study area, stand up immediately. Do not offer the visitor a chair. Walk the visitors away from your desk and agree on convenient meeting time, if a meeting is necessary.
- 12:00 Keep any chairs near your study area stacked high with computer print-outs and heavy reference books. Visitors will have no option but to stand, and standing conversations take far less time than those conducted while sitting.
  - 5:00 A terrorist tactic — hang your unwashed squash clothes, suitably incubated in an airtight plastic bag, over the chair next to your desk prior to the visit of any regular visitor whom you are trying to discourage.
- Notes 22 SUNDAY in a warm cupboard

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APRIL

23

Monday

May	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		
2001	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

- 8:00 Be assertive. Just tell any visitor that you are busy.
- 9:00 Arrange a mutually suitable time to meet if you want to discuss something.
- 10:00 In summary managing your time is a skill which can be developed with practice. The student who conquers the clock is at a considerable advantage. Students who suffer continue to suffer defeats and are academically at risk.

### # Study Stress:

- 4:00 Over recent years, people have been "suffering from stress", have been "stressed out" and have pursued courses on 'stress management'. Stress as the saying goes seems to be the psychological flavour of the month or year. Looking at stress objectively, it can be fairly stated that if you are not stressed

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APRIL

24

Tuesday

April 2001	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

251/114 Week 17

8:00 in some form, you are probably dead. While that might seem morbid, it does imply that some forms of stress can be positive. Would you not feel excited, or positive stress, at receiving a mark of 95% on a difficult exam. Thus, stress can affect students both positively and negatively. When circumstances push the demands levels to the extremes, we call the conditions study stress.

As the saying goes, two heads are better than one. By sharing the revision load, one can profit in two ways - less revision stress, more thorough knowledge of the study materials by exchanging ideas. Sharing the study load can be achieved

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APRIL

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Wednesday

May 2001	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W								
	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

8:00 in several different ways.  
 250/115 Week 17

The first step, of course, is to find one or two classmates with whom you can divide up some of the study tasks. Look for people who seem to share a keen interest in performing well. In addition to looking for competition individuals who are diligent and determined, you want to find people who are fun to work with. A bit of laughter and good cheer can make the driest of tasks more tolerable. When you have found one or two willing colleagues, consider the tasks mentioned below and see if they can be shared.

• Library research - divide up the references to be found and photocopy summaries for the team members.

• Lecture notes - when time is

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Thursday

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S	M	T	W	F	S	S	M	T	W	F	S	S	M	T	W	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

8:00 <sup>249/116 Week 17</sup> tight, split duties and have one person attend the lecture while the others do related jobs.

10:00

- Reference reading ~~for~~ for classes and labs - delegate readings to group members and photocopy summaries for distribution.

1:00

- Closed reserves library readings - one person do the readings and distribute notes to others.

- 4:00 Weekly meetings - to discuss the salient issues raised in the lecture over the preceding week.

6:00

- Combined revision - meet in the pre-exam period to work through distributed summaries of highly examinable concepts and topics.

Notes