

REMEMBER • UNDERSTAND • APPLY • ANALYSE • EVALUATE • CREATE • PITCH



▶ WAKE UP ON TIME

▶ USE COLOUR CODING

▶ PLACE MATERIALS TOGETHER

▶ WHEN ARE YOU YOUR BEST?

▶ SOMETIMES
YOU
FAIL

▶ SET DAILY TASKS

▶ PLAN ▶▶

▶ TAKE/READ NOTES

▶ CLEAR WORKING PLACE

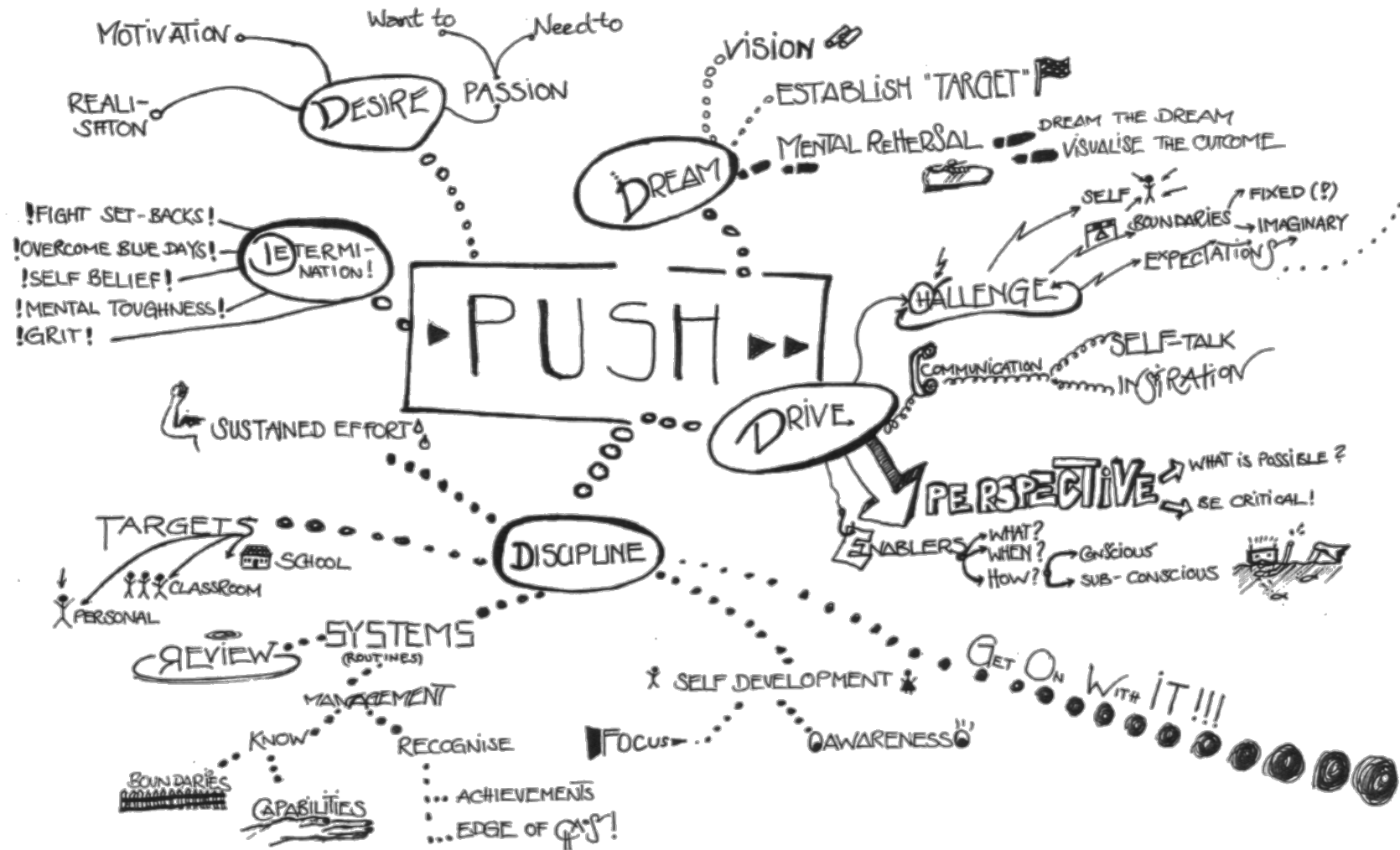
▶ BREAK INFORMATION DOWN

▶ TURN OFF DISTRACTIONS

▶ USE REMINDERS

▶ SLEEP

"THE SECRET OF ALL VICTORY LIES IN THE ORGANISATION OF THE
NON - OBVIOUS" (Marcus Aurelius - Roman Emperor, AD 121 - 180)



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