

WEEKLY PLANNING



Improving together day by day.

This planner belongs to: _____

In case of loss, please contact the following telephone number: _____

Or the e-mail: _____



You have a new course ahead of you, which will give you the opportunity to start over!

You have an appointment book (planner) where you can write down everything that will help you organize better from the start.

In addition, you will find a **cutout infographic** which will show you a series of steps to follow when facing a text that must be studied. These **tips** will help you to make the most of the time you spend studying. You can cut them, use them as bookmarks and take them everywhere.

Sometimes, it can be difficult to find **the right technique** for you, for the text in front of you, for the exam you are going to have... So, knowing different techniques will provide you with a **wide range of options** from which to choose. Sometimes you will choose one strategy or another.

When we are not able to get the results we hope for, it's logical that we get frustrated and we feel like giving up, but if you think like that you won't accomplish anything. Perseverance will help us to achieve success. Perhaps in the past it hasn't worked out well but if we try new learning tools, we may find what we are looking for.



As Stephen Covey said "The strengths are in our differences not in our similarities" you may need to take a different approach to study than other students, but this is fine as it allows us to be more creative.

And remember, asking for help when you need it, is OK.

Cheer up, it's a new beginning!

This publication is for **everyone who has ADHD, their families and their teachers.**

Students with ADHD present a series of characteristics that sometimes have a negative impact on learning and academic performance. Therefore, **it is important to intervene early** in order to prevent worse consequences in the future.

Many of the difficulties they present are related to a deficit in attention span as well as the ability to carry out functions. Within these, we find the capacity for organization, and planning an essential skill for academic effectiveness.

One of the objectives of the INGADA Foundation is to **provide students with the necessary strategies** during their development stage to achieve the maximum autonomy and efficiency possible in their academic tasks.

That is why we know that it is important to gradually work with the students with ADHD on:

Stimulation of attention: selective and sustained.

Organizing and planning.

Improved reading skills: especially comprehension.

Promote school motivation.

Teaching thinking routines with the aim that the person becomes more and more autonomous in his/her learning.

To face the study of any subject, the minor must have: motivation, ability and the correct educational tools to carry out his/her task.

Students with ADHD have enough capacity to perform adequately in the academic field, but sometimes they don't have the right tools for their learning style, which cause frustration and often leads to a lack of motivation.

INTRODUCTION

For this reason, in this agenda, we collect a series of infographics where little tips are offered in order to establish the necessary bases to **develop effective study techniques** to help the students to get the most out of all their effort.

The infographics that we present focus on the **different study techniques** that tend to favor the academic performance of people with ADHD. However, and since it is necessary to attend to the students in a comprehensive and personalized way, in addition to working on study techniques it is convenient to **find and enhance the strength of each student**.

Here are some tasks that can be done especially in primary school that will benefit all students.

ATTENTION:

Exercises are designed to increase the ability of students to pay attention which will enable them to focus before starting the task. On the other hand, we will promote motivation which will make it easier to overcome laziness. Moreover, constant training will improve the level of attention of our students.

Activities: word searches, crosswords, mazes, sequences, differences...

FOR THE TEACHERS:

ORGANIZATION AND PLANNING:

It is important to train and organize our students constantly. For this we will act as models, verbalizing the daily tasks. We will guide and supervise them planning first an hour a day and then a week... So, little by little they will acquire greater autonomy.

We will help them to organize a scheduled, reminding them that they must be realistic and specific as well as flexible in order to be able to adapt to unforeseen events. It is also important to include the moments and days in which they will rest.

Training ourselves daily in the attainment and fulfillment of our plans we will be able to create a habit. We can even propose it as a challenge, for example, fulfilling a certain organization for twenty days in a row.

Activities: weekly planners, monthly schedules, daily lists...

READING COMPREHENSION

Performing certain exercises before and during reading can help with the acquisition of reading skills and facilitate understanding of the texts to be studied. Some examples are:

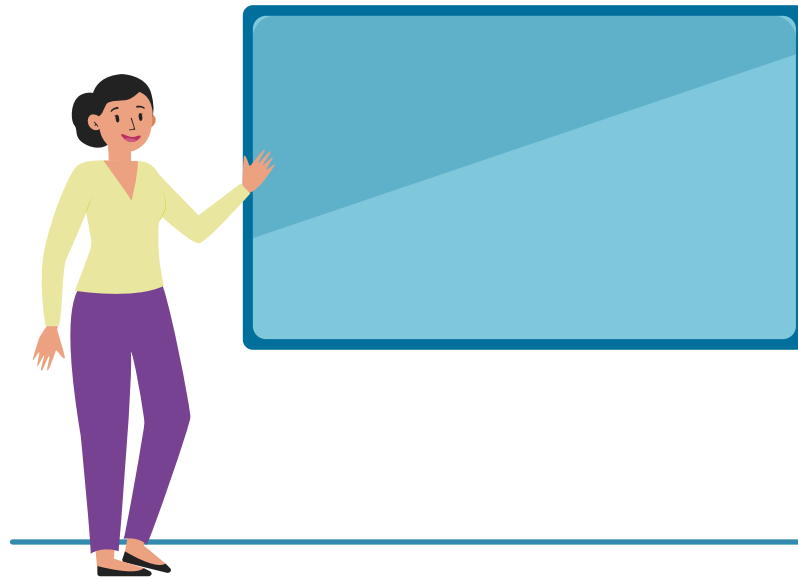
Activities:

-Start a conversation or debate in which the students can explain what they know about the subject before reading the text and what they would like to learn about it.

-Looking at the drawings, graphics and titles that appear in the text, in order for the students to get an idea about the context of the text.

-Ask questions about the text before reading it such as: How?, Why?, Who?, Where?, When? Then after a comprehensive reading, assess whether the answers given before were correct or not.

-Guide learning through direct questions, continuing with debates and with the implementation of practical cases trying to promote understanding and reasoning and not only focusing on the literal.



As a parent of a person with ADHD you know better than anyone because you deal with it every day:

lack of attention,
difficulties controlling his/her impulses,
lack of emotional control,
ineffective time management,
low tolerance to frustration.



And you also know about the **negative consequences** that all these symptoms cause in their school performances, in their self- confidence and in social relations both with their peers and with adults.

You have probably been helping him /her with his/her homework for some time, trying to break that imbalance between effort and results, and many times you must have felt exhausted and overwhelmed.

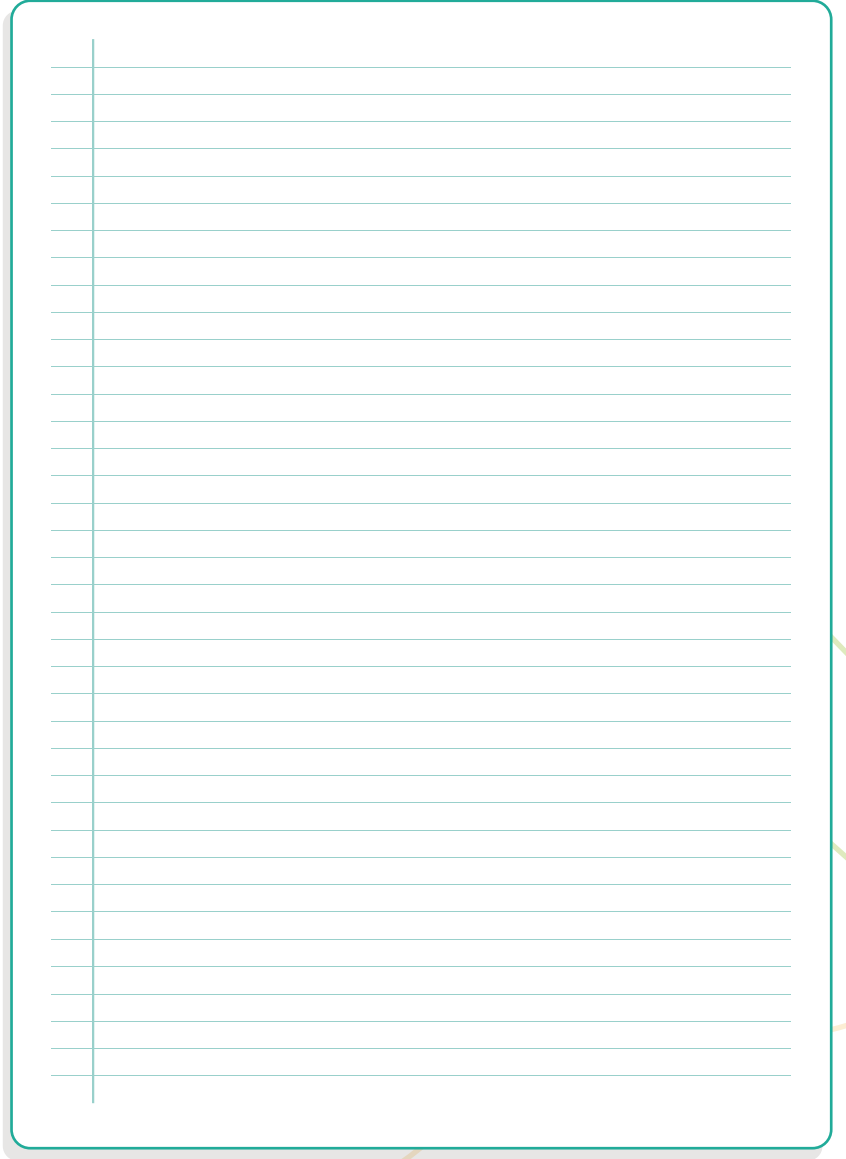
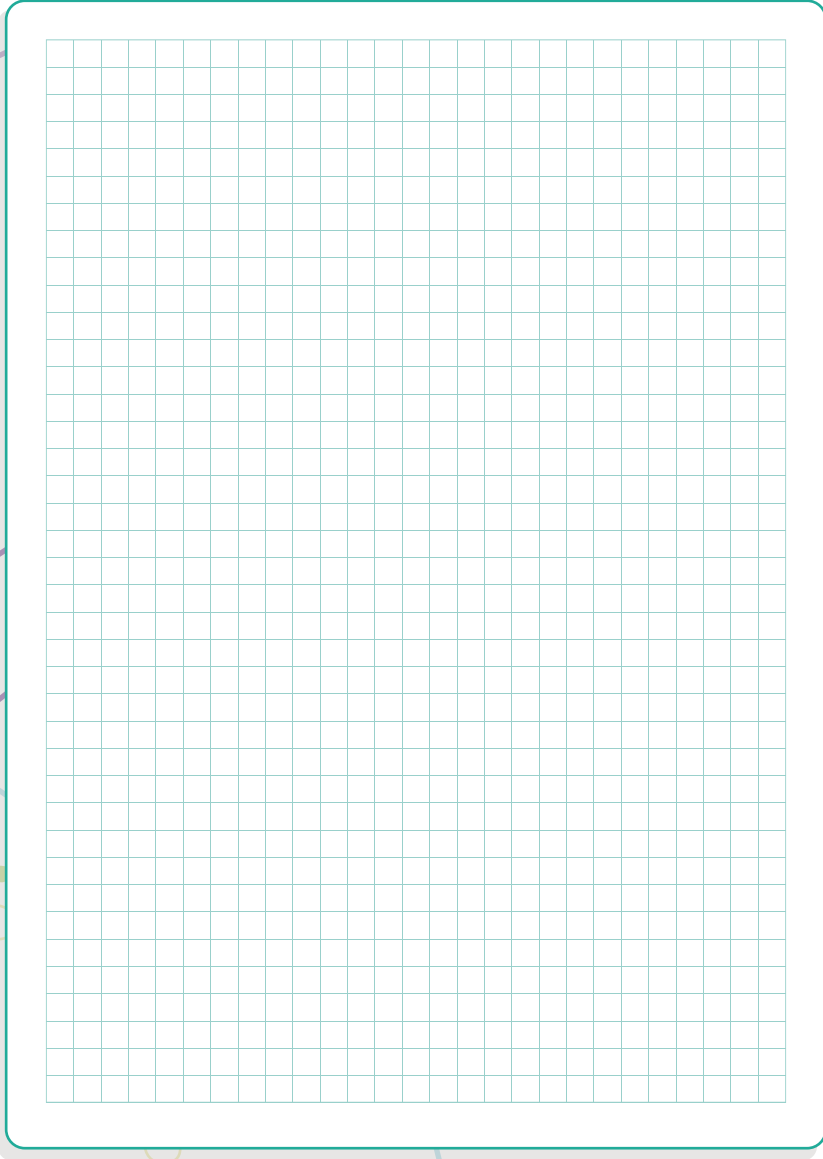
This proposal that we present to you from the Ingada Foundation aims to give your child **support in order for him/her to have more autonomy**. At first you will need to help him/her to use his planner, but the objective is for him/her to adopt it as a habit and therefore improve in the management of his/her tasks.

On the other hand, the management of the infographics that are repeated each term is a visual way of bringing them closer to **different study tools** that they can internalize at their own pace.

You can also ask yourself if you want to play the role of mother or father that you have by right or want to continue playing the role of teacher that you have assigned yourself.

We must ensure that children are independent in all aspects of life including school no matter how hard it is. The higher the grade that our child is in, the more difficult it will be to get out of that dependent relationship that we have established between our child, the study and ourselves as teachers, and just for that, our project would be justified as a step forward that contributes to the family well- being.

NOTES



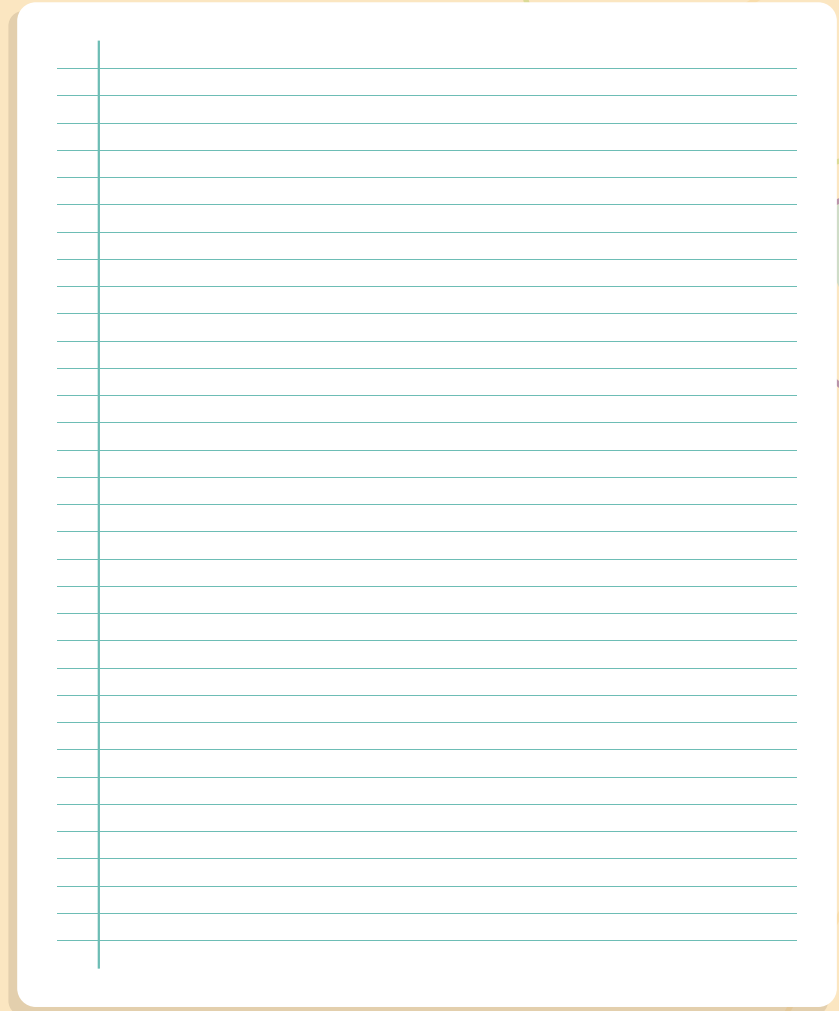
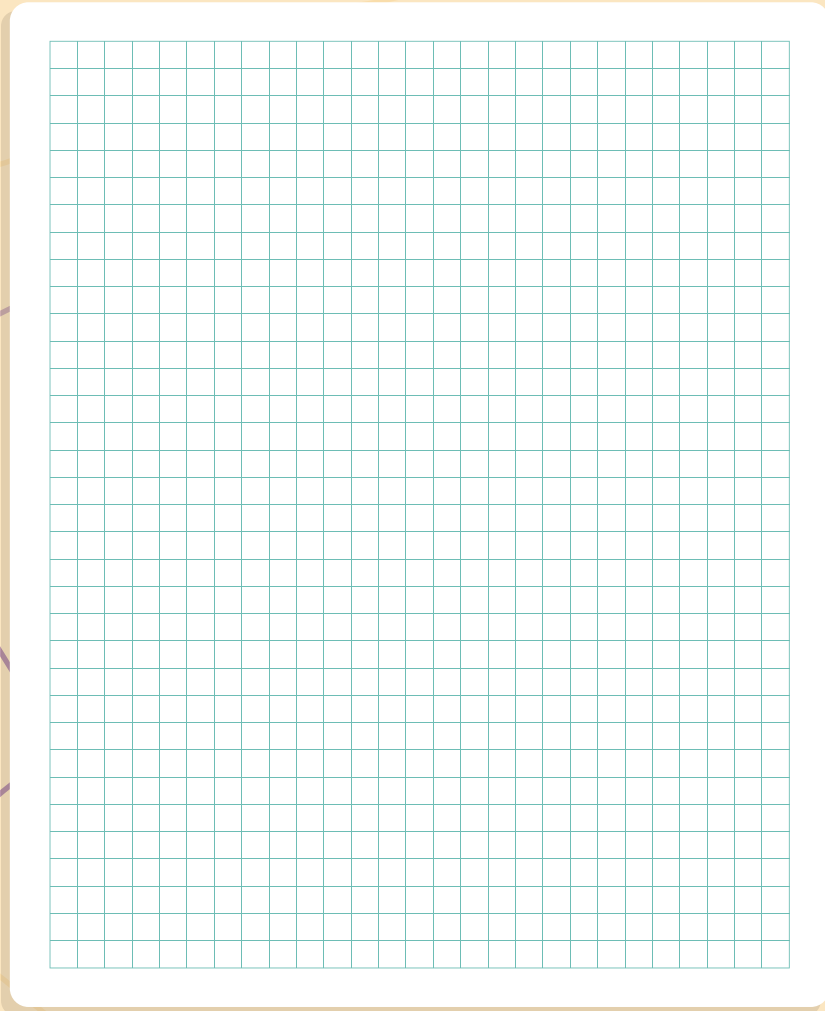
MY SCHEDULE

Hour	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
00:00-01:00							
01:00-02:00							
02:00-03:00							
03:00-04:00							
04:00-05:00							
05:00-06:00							
06:00-07:00							
07:00-08:00							
08:00-09:00							

MONTHLY CALENDAR

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

NOTES



The key is to establish concrete measurable and realistic goals!

Month: _____ Week from _____ to _____

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday & Sunday

WEEKLY PLANNING: IMPROVING TOGETHER DAY BY DAY.



From INGADA we offer you TAE+, we want to give you the tools to improve your study techniques

Join us on this adventure.



HOW, WHEN AND WHERE I STUDY?

FIRST STEP: THE STUDY ENVIRONMENT



- 1 ORDERLY AND DISTRACTION-FREE ENVIRONMENT 
- 2 MATERIAL BY HAND 
- 3 PLEASANT TEMPERATURE 
- 4 ADEQUATE LIGHTING 
- 5 WIDE TABLE AND COMFORTABLE CHAIR 
- 6 ORGANIZE AND PLAN 

TRICK



Start with the medium difficulty subject, then the most difficult and finally the one you like the most.

"An objective without a plan is only a wish"
Antoine de Saint-Exupery

Month: _____ Week from _____ to _____

<p>Monday</p> <hr/> <p>[Lined area for notes]</p>	<p>Tuesday</p> <hr/> <p>[Lined area for notes]</p>	<p>Wednesday</p> <hr/> <p>[Lined area for notes]</p>
<p>Thursday</p> <hr/> <p>[Lined area for notes]</p>	<p>Friday</p> <hr/> <p>[Lined area for notes]</p>	<p>Saturday & Sunday</p> <hr/> <p>[Lined area for notes]</p>

Stopping to think and understand will save you a lot of time later.

Month: _____ Week from _____ to _____

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday & Sunday

Pre-reading and reading



Pre-reading



What is it?

- A glance to find out what a text is about and
- Getting a general idea.

How is it done? Look at:

- the TITLE,
- chapters,
- indexes,
- graphics,
- images of the theme.



What does it do for us?

- Quick knowledge
- Organizing the mind
- General idea of the topic
- Generate questions
- Make it easier to start the study



Comprehensive reading

And now what? ..

It's time to read each paragraph carefully.

UTILÍZAME!!!

- Keep attention
- writing down unfamiliar words
- extracting and understand the main idea of each paragraph.



SOME EXERCISES THAT YOU CAN DO

Click on each bubble and you will see examples of exercises

WORD SEARCHES

VISUAL TRACING

TONGUE TWISTERS

DIFFERENCE EXERCISES

RIDDLES

THESE EXERCISES WILL FOCUS YOUR ATTENTION AND WILL MOTIVATE YOU TO START!

THERE ARE VERY INTERESTING EXERCISES THAT WILL HELP YOU! WE RECOMMEND YOU SOME INTERESTING WEBS:

[HTTPS://WWW.ORIENTACIONANDUJARES/](https://www.orientacionandujares/)
[HTTPS://WWW.EDURCHAS.COM/ESTIMULACION-COGNITIVA/TAH/](https://www.edurchas.com/estimulacion-cognitiva/tda/)
[HTTPS://ES.EDUCAPLAY.COM/](https://es.educaplay.com/)
[HTTPS://WWW.EDUCACIONTRESPUNTOCERO.COM/](https://www.educaciontrespuntocero.com/)

Study less, but study more!

Month: _____ Week from _____ to _____

Monday

Tuesday

Wednesday

Thursday

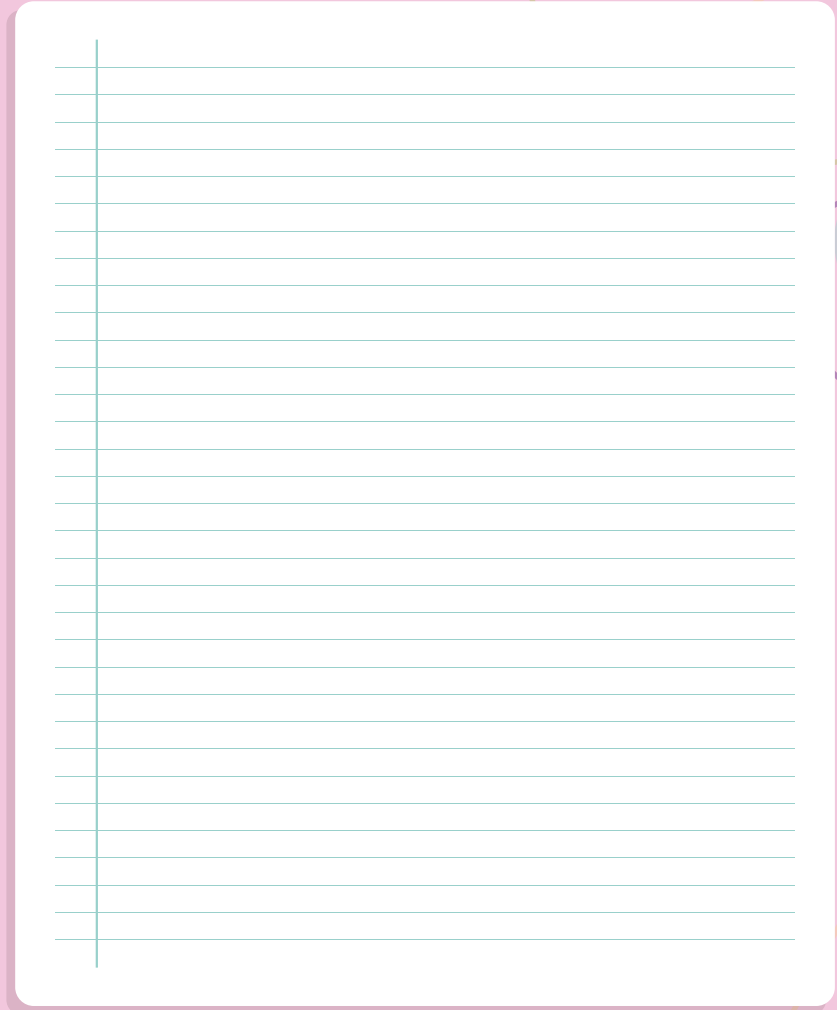
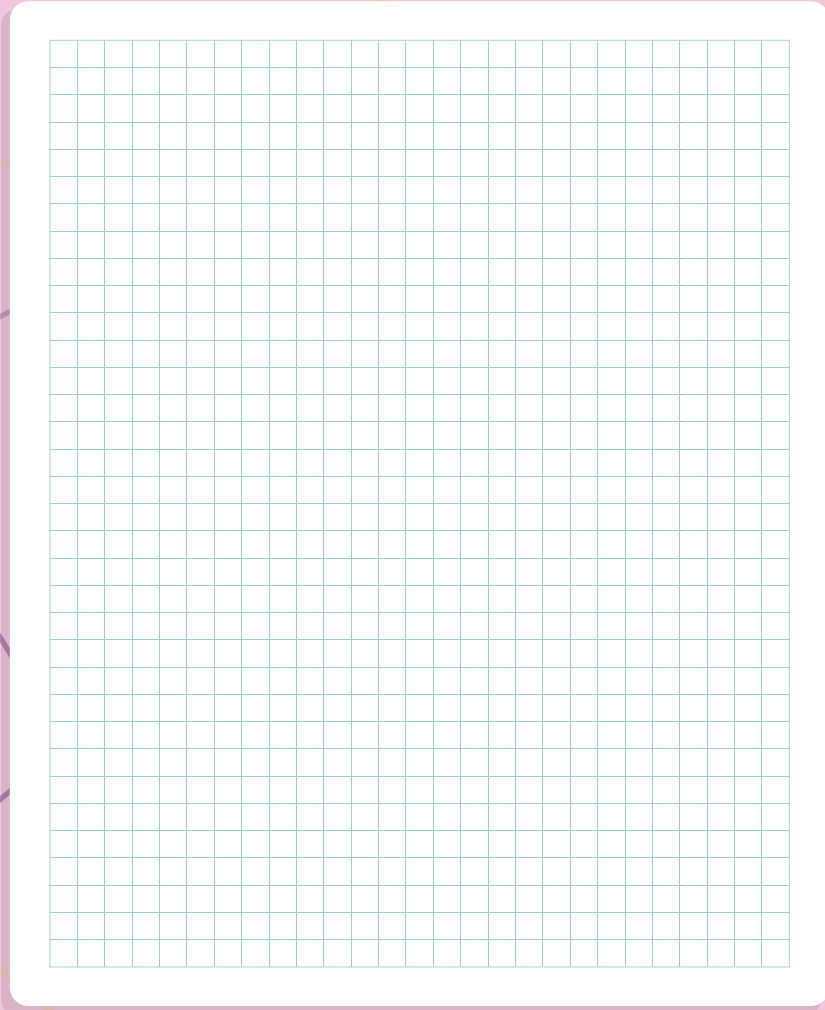
Friday

Saturday & Sunday

MONTHLY CALENDAR

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

NOTES



Remember highlighting is selecting.

Month: _____ Week from _____ to _____

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday & Sunday

1 UNDERSTAND AND SELECT

CHOOSING AND HIGHLIGHTING THE MAIN IDEAS

REQUIRES YOUR BRAIN TO BE ACTIVE

WHAT WILL KEEP YOU FOCUSED

UNDERLINED

NOTE TAKING

UNDERLINED ONLY
NOUNS,
ADJECTIVES, VERBS
AND AVOID
UNDERLINING
ARTICLES,
PREPOSITIONS...

DO IT IN THE LEFT
MARGIN OF THE
TEXT OR ON A
SEPARATE SHEET

READING ONLY THE
UNDERLINED TEXT
SHOULD MAKE SENSE

YOUR NOTES ARE
YOUR OWN
ELABORATIONS,
NOT A LITERAL
COPY

USE 2 COLOURS ONE
FOR THE MAIN IDEA
AND ONE FOR THE
SECONDARY ONES

USE YOUR OWN
SYMBOLS, FOR
EXAMPLE

IF YOU CONSIDER
THAT AN ENTIRE
PARAGRAPH IS
IMPORTANT, MARK IT
WITH A KEY

01

02

03

04

SYNTHESIS

Once we have read the text and we understand the main ideas

It's time to **SYNTHESIZE** and **ELABORATE** the information!

IT IS YOUR OWN WORK

Do not copy the text

Use your **own words**, your **drawings**, your **symbols**. It is something you create **FOR YOURSELF**

It is a **script**. It is not about repeating everything.



HOW DOES IT HELP YOU?

- Improves your attention and concentration
- All ideas are at a glance
- Saves time in the review



WHAT SHOULD I TAKE INTO ACCOUNT?

You need **PRACTICE**
Not the day before the exam

CHOOSE THE TYPE THAT BEST SUITS YOU FOR EACH SUBJECT

Outline (Diagram)



Concept map



Comparative table

Concepts	CALOR	TEMPERATURA
Definición	Forma de energía	Medida del grado de calor de un cuerpo
Medida	Caloría	Grados
Unidades	Grados Celsius	Grados Celsius, Fahrenheit

Mind map



Visual thinking



Etc.
if it works for you any format is valid!

Each subject requires a different form of studying.
Decide which one is the best for you.

Month: _____ Week from _____ to _____

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday & Sunday

Don't give up, the more you try, the better results you will get.

SCHEMES

Month: _____ Week from _____ to _____

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday & Sunday

WHAT IS A SCHEME?
It's a study tool a script of the information we want to study. When we read it, it gives us an overview of the subject.



ORGANIZING IDEAS

After a good underlining, we organize the ideas from general to specific.

THEME=>MAIN
IDEA=>SECONDARY
IDEAS=>DETAILS



SYNTHESIS

It is important to put the information with the least number of words possible.



TYPES OF SCHEMES

- Keys of scheme
 - Arrows scheme
 - Numbering scheme
- Choose the one you like the most!



CONCEPT MAP



<https://www.educaciontrespuntocero.com/recursos/apps-para-crear-mapos-conceptuales/>

1. Select the **concept**
2. **Hierarchy**: general --> specific
3. **Connect** those concepts using "link words" and arrows
4. **Review** and establish new relations (What else can I connect)

COMPARATIVE TABLE

1. Identify the elements you want to compare.
2. Choose the parameters to be compare.
3. Identify the characteristics of each element in relation to these parameters.

	Spanish accent marks		
	Oxytones	Paroxytones	Proparoxytones
Stressed syllable	Last	Penultimate	Antepenultimate
They have accent marks	In vowel, -n or -s	When they don't end neither vowel nor -n nor -s	Always
Example	Me-lón	Lá-piz	Sá-be-do

<https://www.youtube.com/watch?v=dly3oaQdrEE>

These tools are very useful to visualize concepts.

Month: _____ Week from _____ to _____

Monday

Tuesday

Wednesday

Thursday

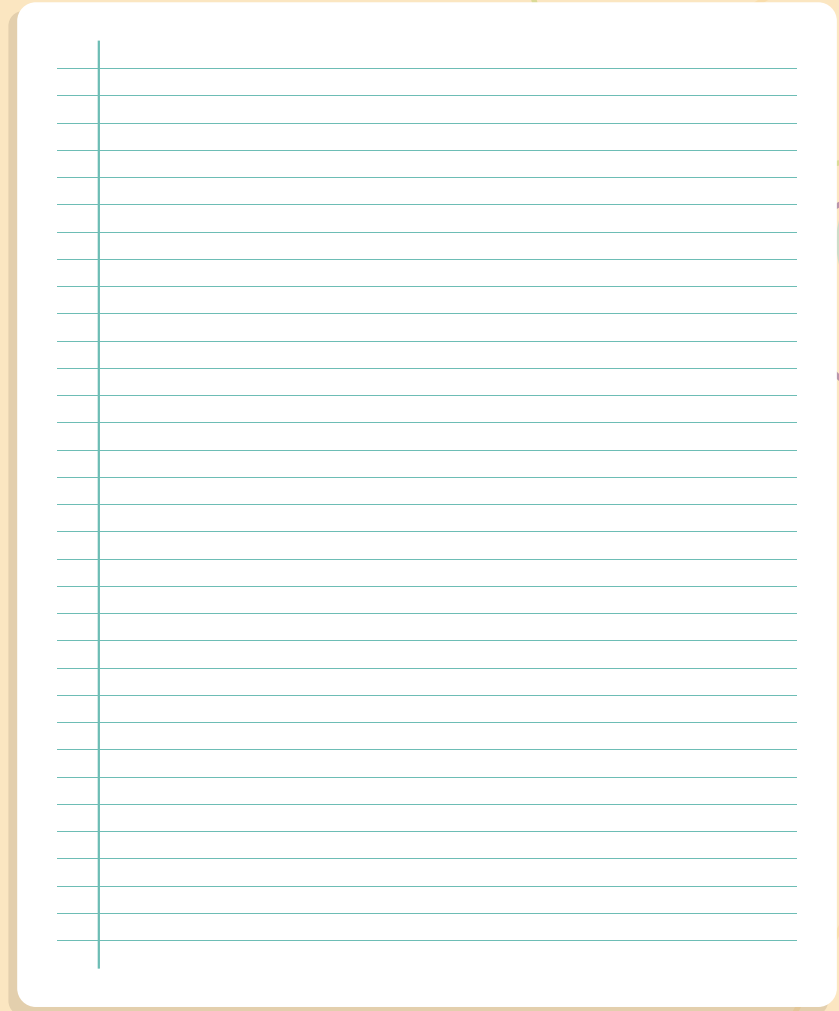
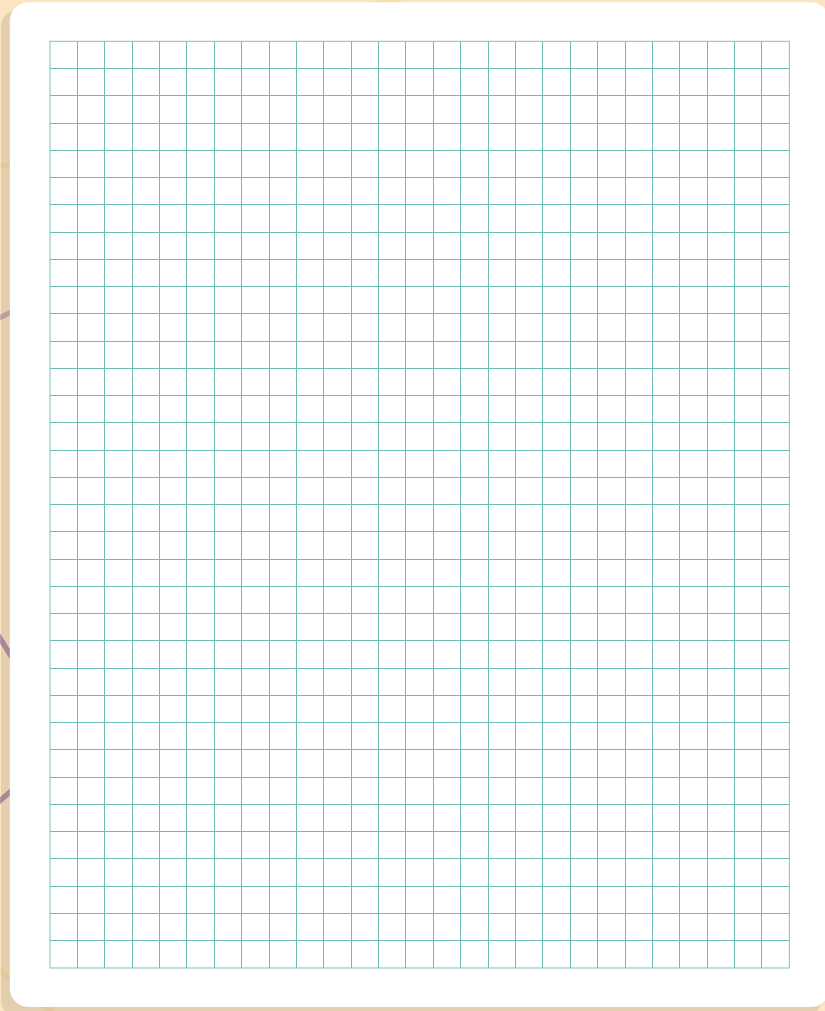
Friday

Saturday & Sunday

MONTHLY CALENDAR

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

NOTES



Our brain language is based in images.
 These techniques will make the job of translating easier.

Month: _____ Week from _____ to _____

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday & Sunday

VISUAL THOUGHT



Watch on <https://youtube/zTmzjLAcEqt>

I find it awesome!!!

- Try it! let's see whether
- you like making the drawings
 - you find it easier to remember it
 - it is more entertaining when studying

Do not forget it!!!
 you don't need to draw well,
 you just have to understand
 what you draw and relate it.

TIMELINE

Succession of events:



This image was taken from <http://www.primariainvestigacion.com/segunda-guerra-mundial/>



WRITTEN EXPRESSION



"I haven't failed, I have found 10,000 ways that do not work."
Thomas Edison

Whether you are going to do an exam or write your own story, it is better to follow some rules. They affect both the **CONTENT** and the **SHAPE**

- Leave margins
- If you erase, avoid leaving stains
- Take care of the presentation
- Make sure that anyone can read it without difficulty

S
H
A
P
E



Month: _____ Week from _____ to _____

Monday

[Lined writing area]

Tuesday

[Lined writing area]

Wednesday

[Lined writing area]

Thursday

[Lined writing area]

Friday

[Lined writing area]

Saturday & Sunday

[Lined writing area]

C
O
N
T
E
N
T

- Make short sentences
- Join sentences with conjunctions and adverbs
- Respect the order: SUBJECT + VERB + COMPLEMENTS

- An idea in each paragraph
- Avoid complicated words but be careful with colloquial speech
- Use synonyms to avoid repeating vocabulary



It doesn't matter if you go slow, what's important is that you do not stop.

Month: _____ Week from _____ to _____

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday & Sunday

And if you want
to write a story...
think 1° of structure



1. START
2. BODY
3. OUTCOME

WHO
ARE THE MAIN CHARACTERS?

WHEN
DOES THE STORY HAPPEN?

WHERE
DOES THE STORY HAPPEN?

WHAT
HAPPENS IN THE STORY?

WHY
DOES THAT HAPPEN IN THE
STORY?

"It is better to do something imperfectly than to do nothing perfectly."
Robert Schuller

ORAL EXPRESSION

- 1** PREPARE THE THEME
you are going to talk about.
- 2** MAKE A SCRIPT
with the details you don't want to forget.
- 3** PRACTICE ALOUD.
You can do it in front of a mirror, a relative or a friend.
- 4** SPEAK SLOWLY.
Don't speed up and take breaks.
- 5** USE GESTURES APPROPRIATELY.
Look at the audience, move your hands, point, compare...
- 6** USE SUPPORT MATERIAL:
Images, charts, displays... they should complement but not replace your exhibition.
- 7** MAKE IT SHORT.
Find the easiest way to express yourself.



PAY ATTENTION TO:

Intonation
Body movement
Be spontaneous and dynamic



Month: _____ Week from _____ to _____

Monday

Tuesday

Wednesday

Thursday

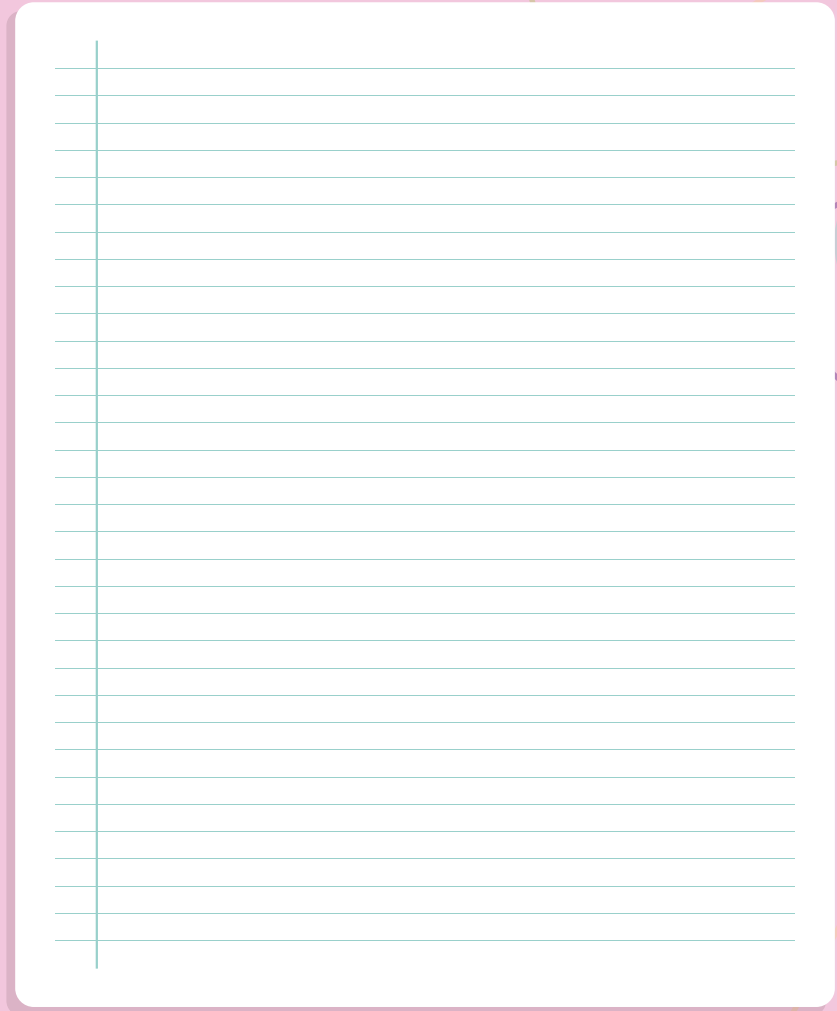
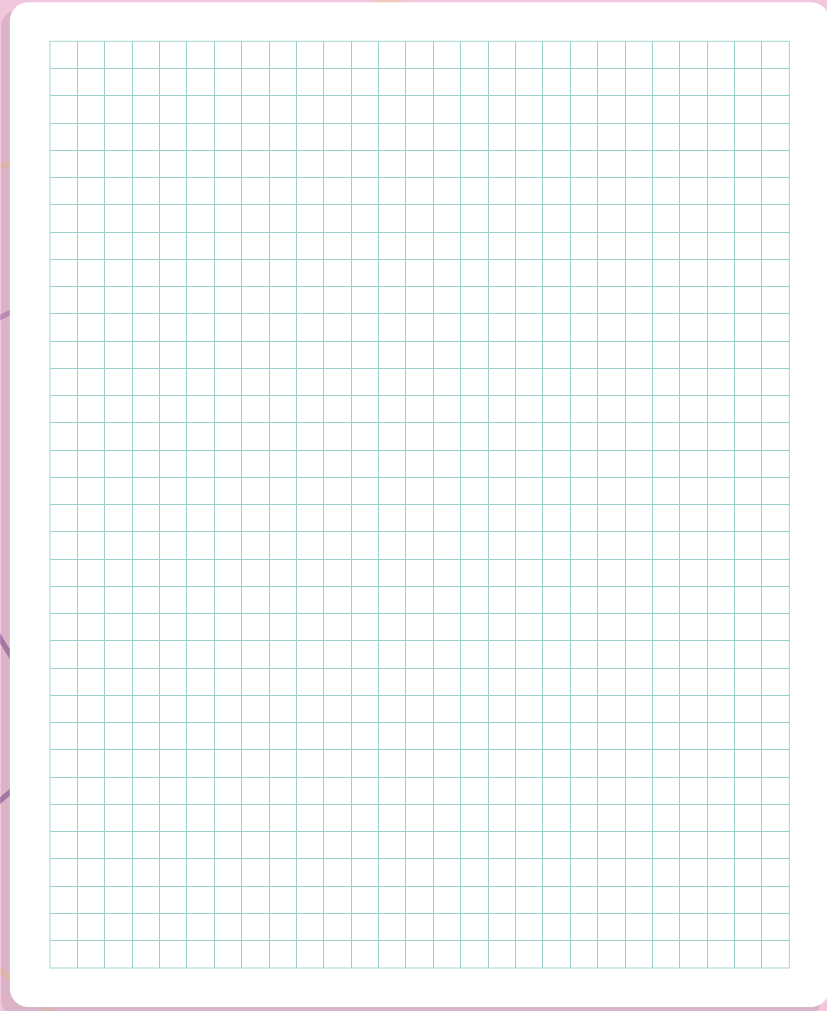
Friday

Saturday & Sunday

MONTHLY CALENDAR

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

NOTES



Success is the sum of small efforts repeated day by day.

Month: _____ Week from _____ to _____

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday & Sunday

MEMORIZATION

MNEMONIC RULES

What are they for?

They are tools that help us add new information related to what we already have.

COMIC BOOKS

Create a story with the words that you are going to memorize, it will be very easy for you to remember it later.



THE INITIALS

Make a sentence in which each word begins with the initial or the first syllable of the elements you want to remember.



THE PLACES

Try to associate the elements to different sites of a place that you know well (As your house). To remember, you just have to do a mental walk.



AS DATAS

Make a sentence in which each word has the same number of letters to the number you want to remember.

For example: 3 3 4- Sun and moon.

THE MORE YOU PRACTICE, THE EASIER IT WILL BE.
Discover which one you like best, you can even create your own technique!

I prepare for the exam

Learn to learn



BEFORE THE EXAM

- 1 I PLAN realistically
- 2 I make sure that I know:
 - When the exam is
 - What exactly comes in the exam
 - What type of examn is: development, test, exercises,...
- 3 The day before the exam
 - I only review (I don't study anything new)
 - I do some relaxation exercise
 - I sleep enough hours

DURING THE EXAM

- 1 I give myself positive self-instructions ('I can, I have studied and I will do well',...)
- 2 I organize the exam time
- 3 I read all the questions at the beginning
- 4 I start with the questions that I know best
- 5 I review

I ask what is needed

AFTER THE EXAM

- I do not focus only on the mark; I focus on:
- What mistakes I have made
 - Why I have failed
 - I look for strategies to overcome them for the next exam

Thinking that making a mistake is a source of learning allows us to improve.

Month: _____ Week from _____ to _____

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday & Sunday

Have you ever stopped to think about how you learn?
Thinking about it can help you find your learning method.

Month: _____ Week from _____ to _____

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday & Sunday

THINKING ROUTINES

How? Knowledge that all would be applied to the following notes



If I am interested in something:



If I want to test my knowledge:



Now you have...
to keep practicing !!!



WE GET TO THE END



NOW YOU ALREADY HAVE A LOT OF STRATEGIES TO PUT INTO PRACTICE.



WE PROPOSE YOU SOME ROUTINES OF THOUGHT TO CARRY OUT WHILE YOU STUDY



1 ASKING QUESTIONS

- 1- I READ
- 2- I REFLEC
- 3- I ASK MYSELF QUESTIONS

2 SELF-EVALUATING YOUR LEARNING

What do I know? What does it do for me?
 What doubts do I have?
 What haven't I understood?

3 SEARCHING THE KEY WORD AND IDEA

- 1- WORD
- 2- IDEA
- 3- SENTENCE

"To acquire a new habit or abandon an old one you have to undertake it with the greatest determination and courage possible" H. Maddox

Month: _____ Week from _____ to _____

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday & Sunday



HOLIDAYS

MONTHLY CALENDAR

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Against indecision, plans and schedules.

Month: _____ Week from _____ to _____

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday & Sunday

Preparing to study?



Study habits:

- Where do you do your homework?
 What position do you adopt to study?
 Elements that condition your study
- Environment
 - Organization and
 - Planning



Where and how to study:

Environment? That improves CONCENTRATION.

Where? ALWAYS in the same place.

Quiet, tidy room and without anything that can distract you

Factors to consider:

- PLEASANT TEMPERATURE
- ADEQUATE LIGHTING, natural light
- Large TABLE
- and comfortable CHAIR with backrest.



ORGANIZE AND PLAN THE STUDY



- have a SCHEDULE
- keep an AGENDA
- Use TIME to STUDY
- CHANGE activities every 30 minutes and rest five minutes
- Begin with MEDIUM difficulty, follow High difficulty, and with EASY tasks.

TOOLS TO USE:



- How do you study?
 Do you record yourself?
 Do you read?
 Do you draw?





I READ AND UNDERSTAND



Asking yourself questions about what you have read is a habit that helps to process information.

Month: _____ Week from _____ to _____

PRE-READING

- Quick reading
- Look at:
Title, subtitle,
images, "Bold"...

WHAT IS THE TOPIC ABOUT?



COMPREHENSIVE READING

- Read carefully paragraph by paragraph
- Write down the meaning of the words you don't know

WHAT IS THE MAIN IDEA OF EACH PARAGRAPH?



SEARCH FOR THE MAIN IDEA

- Focus on:
-The words that are repeated in the text
-The first and last sentence of each paragraph

SHORT SENTENCE THAT SUMMARIZES THE TEXT



www.fundacioningoda.net

TAE+

Monday

Blank lined area for notes.

Tuesday

Blank lined area for notes.

Wednesday

Blank lined area for notes.

Thursday

Blank lined area for notes.

Friday

Blank lined area for notes.

Saturday & Sunday

Blank lined area for notes.

"Ask yourself if what you are doing today brings you closer to where you want to be tomorrow" Walt Disney

Month: _____ Week from _____ to _____

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday & Sunday

I LEARN TO UNDERLINE

WHAT IS THE USE OF UNDERLINING?

It helps me to...

- Concentrate
- Understand
- Assimilate
- Memorize
- Remember
- Review



HOW DO I DO IT?



Each paragraph = one *idea*

Reading only the underline must make sense

Nouns, adjectives, verbs

TAKE NOTES



In the margin, write down the idea of that paragraph *with your words or symbols*

YOUR TURN!



Start your training. Follow these guidelines and it will become easier every day. If you underline well, it will help you in the future.

HOW TO SYNTHESIZE THE INFORMATION

Click on each balloon and you will see an example



CHOOSE THE MOST APPROPRIATE TOOL FOR YOUR OWN SYNTHESIS



TEXT TO WORK ON

"It is not because things are difficult that we do not dare, it is because we do not dare that they are difficult" S neca

Month: _____ Week from _____ to _____

Monday

[Lined area for notes]

Tuesday

[Lined area for notes]

Wednesday

[Lined area for notes]

Thursday

[Lined area for notes]

Friday

[Lined area for notes]

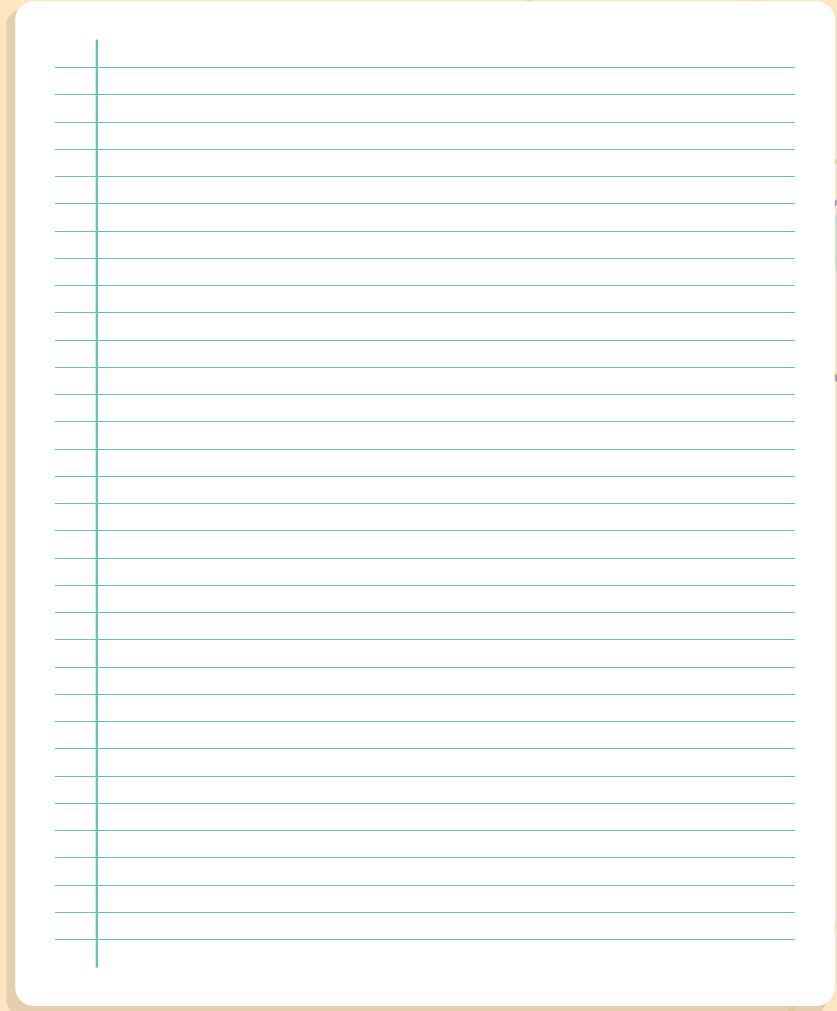
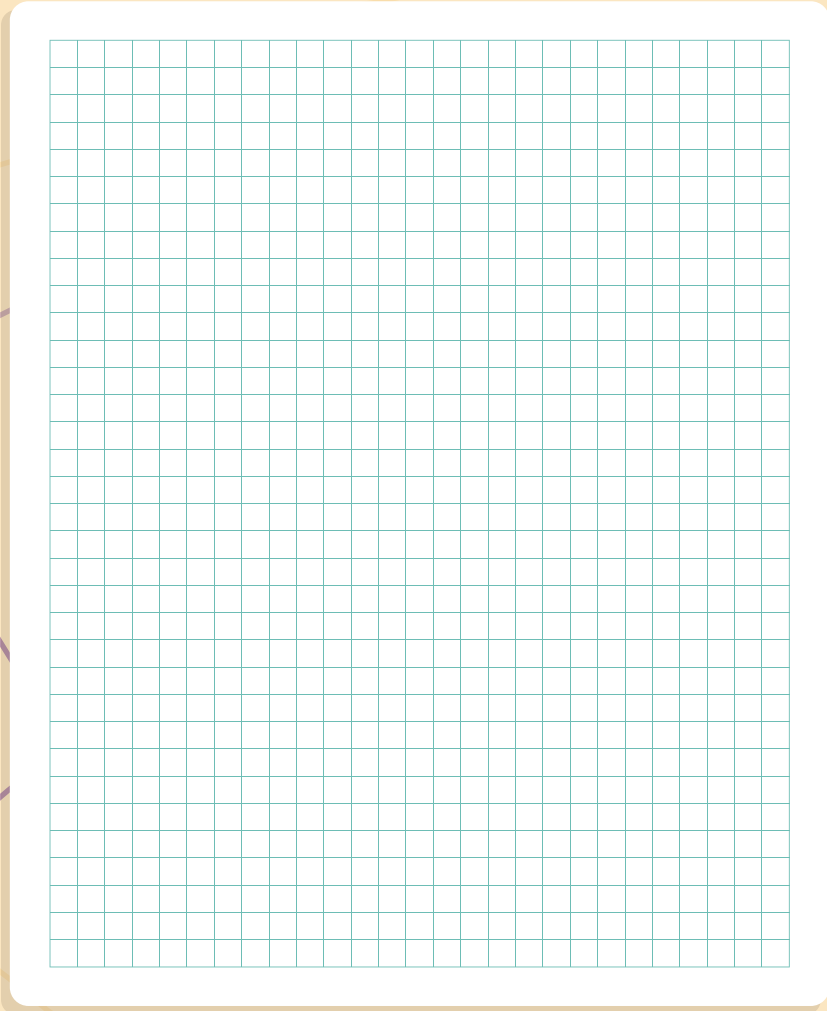
Saturday & Sunday

[Lined area for notes]

MONTHLY CALENDAR

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

NOTES



"It always seems impossible, until it is done"
Nelson Mandela:

Month: _____ Week from _____ to _____

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday & Sunday

OUTLINES TECHNIQUE

WHAT IS IT?

A tool that allows you to order the ideas of a text from the most important to the least.

It is a *script*, which allows you to read what is important *at a glance*.



HOW TO MAKE A GOOD OUTLINE?

With a *good underline*, making an outline is *easier*.

Present the *maximum* with information in the *minimum* number of words.

Better clean and clear.

Use *symbols, abbreviations, arrows, drawings, graphs, diagrams...*



FOLLOW THESE STEPS

Title = the title of the text --> it expresses the general idea

Main ideas = chosen *keywords*

The **underline** = answer to main ideas --> They are expressed through *short and concrete phrases*



DIFFERENT TYPES OF OUTLINES

Keys, stripes, numbers, drawings, etc.



CONCEPT MAPS



HERE WE BRING YOU AN EXPLANATORY VIDEO JUST IN CASE YOU NEED IT. CLICK ON THE LINK!

<https://youtube/4ZUj6DwGpsU>

COMPARATIVE CHART

1. Choose the items you are going to compare.
2. Identify its parameters.
3. Identify the characteristics that relate the elements and the parameters.



<https://youtube/cF04p5iaZU>

"Don't say you can't, even if you are joking"

Facundo Cabral

Month: _____ Week from _____ to _____

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday & Sunday

Being creative means taking risks, making mistakes, trying again and having fun at the same time.

Month: _____ Week from _____ to _____

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday & Sunday

USE DRAWINGS FOR HELP



MIND MAP

Spider species with as many legs as ideas emerge from each keyword- if you associate words with images, you will remember it better



<https://www.youtube.com/watch?v=Ujv5W4K4B8>

Tools

<https://artefactosdigitales.com/mapas-mentales-2/>
<https://sociologiac.net/2008/09/02/11-aplicaciones-gratuitas-para-crear-mapas-mentales/>

VISUAL THINKING

Manipulate ideas through simple drawings, creating connections with each other. It takes less effort than reading the text.



<https://www.youtube.com/watch?v=2L8H0w0r0E>



TIMELINE



<https://www.youtube.com/watch?v=L4mN5K5w>

Tools

<https://www.sutori.com/story/lineas-de-tiempo-XqsBJVrbaFpHoXadxsx9fXkT>
<https://www.tiki-toki.com/>

WRITTEN EXPRESSION

Before starting....

It is important to respect the margins (right or left).
If you are wrong... erase trying not to leave stains.
Write so that it can be read without difficulty.

REMEMBER TO TAKE CARE OF THE PRESENTATION

Communication elements



When I write, I think about....

Who are the **MAIN CHARACTERS**?
What happens in the **STORY**?
WHEN does this story happen?
WHY does that happen in the story?

"Writing is not a product of magic, but one of perseverance"
Richard North Patterson

Month: _____ Week from _____ to _____

Monday

Tuesday

Wednesday

Thursday

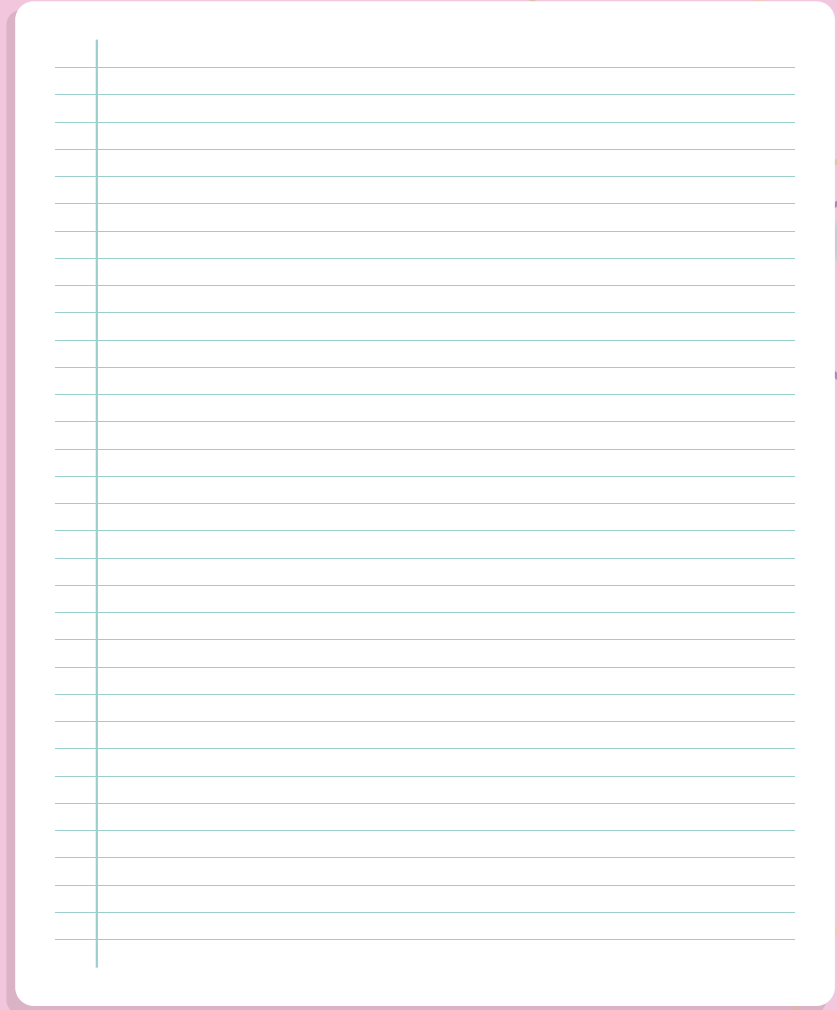
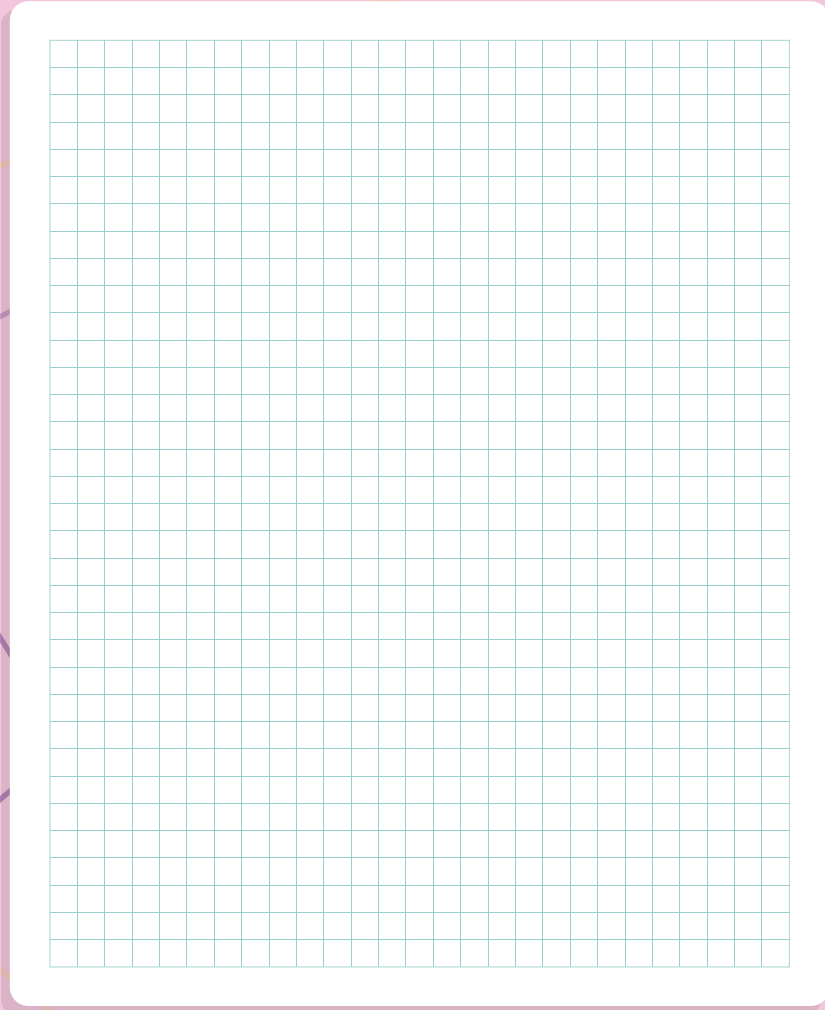
Friday

Saturday & Sunday

MONTHLY CALENDAR

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

NOTES



To speak fluently you need confidence and this is achieved when you master the subject that you are going to speak about.

Month: _____ Week from _____ to _____

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday & Sunday



BEFORE



- Prepare well the topic you are going to talk about
- Make a script
- Rehearse aloud

DURING

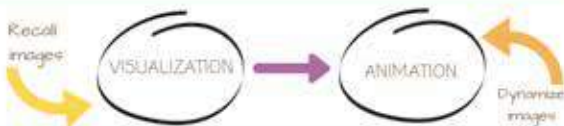


- Vocalize and speak slowly
- Look at the audience and not always at the same place
- Use support materials, such as pictures, videos...
- Break the monotony with changes in the speed, tone and volume of your voice. Also use the silences
- And try not to roll up when talking

MEMORIZATION TECHNIQUES



Actions to fix something in the memory



MNEMOTECNICS

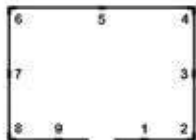


Association of the information to memorize with a song, a phrase, an image, a story, ...

<https://www.ejemplos.co/ejemplos-de-mnemotecnia/>

MEMORY PALACE

Establish a journey through the home. In each room save information, and make a visit when you need to remember it.



<https://www.memorias.es/articulo-los-palacios-de-la-memoria/>

STORIES:



<https://youtube.com/dn4mNnRbU>

A story is created with data to memorize, with characters, situations and characteristics. No matter if it is well narrated or it is absurd, the important thing is to access information when reproducing the story.

Get to know them, try them!

THE BEST THING IS THAT YOU KNOW HOW EACH OF THEM WORKS TO PUT THEM INTO PRACTICE AND SEE THE ONE THAT BEST SUITS YOU.



www.fundacioningada.net

TAE+

The more you practice, the easier it will be.

Month: _____ Week from _____ to _____

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday & Sunday

When you plan your hours of study, you should always take time to review.
It will help you remember.

Month: _____ Week from _____ to _____

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday & Sunday

EXAM PREPARATION

BEFORE THE EXAM:



I plan the study realistically:

I know:

- When the exam is
- What to study
- What kind of exam is it (Development exam, test type exam, ...)

The day before:

- I just review.
- I don't study anything new
- I do some relaxation exercises and sleep the necessary hours

DURING THE EXAM:



- I give myself instructions
- I read all questions
- I organize the time that I will spend on each question
- I start with the question that I know best
- I review

AFTER THE EXAM:



- I don't focus on the mark, I focus on my mistakes and I think why I have made them
- I review my study strategy and assess if I need to make any changes



Training in thinking routines facilitates creativity and autonomous critical thinking.

We are going to put everything into practice!

YOU HAVE MANY STRATEGIES TO FACE THE STUDY



NOW IT'S TIME TO TRAIN



Remember to follow the steps mentioned

Before a new text...

I see - I think - I wonder about what I have just read/seen



Before I thought... - Now I think...



Compare the information (it looks like... - it differs in...)



It's up to you! Remember that daily practice is very important, nobody runs a marathon without having trained before!



Month: _____ Week from _____ to _____

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday & Sunday

HOLIDAYS

MONTHLY CALENDAR

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

"Believe you can, and you are halfway there"
Theodoro Roosevelt

Month: _____ Week from _____ to _____

Monday

Blank lined area for Monday's notes.

Tuesday

Blank lined area for Tuesday's notes.

Wednesday

Blank lined area for Wednesday's notes.

Thursday

Blank lined area for Thursday's notes.

Friday

Blank lined area for Friday's notes.

Saturday & Sunday

Blank lined area for Saturday & Sunday's notes.

WHAT DO I NEED TO STUDY?



1 STUDY ENVIRONMENT

That stimulates *concentration*

Where?

- Always in the *same place*
- *No distracting* (eg. mobile)



Factors

- Pleasant temperature
- Natural light
- Large table
- Comfortable chair with backrest



2 ORGANIZATION AND PLANNING

Set *objectives*:

- Very **CONCRETE** and measurable
- **PRIORITIZE** the most important



Study hours:

- They will depend on your **ATTENTION** and **DIFFICULTY** of the subject
- 5 min **BREAKS** between subjects



Where do I start?

- *Medium* difficulty --> *Difficult* --> *Easy*



3 TOOLS

How do you study?

- Do you record yourself?
- Do you read?
- Do you draw?



Not understanding what you have read, will be a waste of time.
Refranero castellano.

Month: _____ Week from _____ to _____

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday & Sunday

LEARN WHILE READING

SECOND STEP PRE-READING AND READING.



PRE-READING



What is it? It is a quick and superficial reading of the subject we are going to study.

Objective — To know what it is about.

ADVANTAGES

- IT MAKES EASIER TO STUDY.
- IT GENERATES QUESTIONS.

COMPREHENSIVE READING

What is it? It is a careful reading of each paragraph.

What does it bring us?

UNDERSTANDING
KEEPING ATTENTION
KNOWING THE TOPIC AND EXTRACTING THE MAIN IDEA

TRICK!

To differentiate the theme from the main idea.

The main idea is a phrase that summarizes the text. The theme is a word that defines what it is about.

EVERY EFFORT HAS ITS RESULTS.

At first, selecting the main idea may seem complicated, but the more you practice, the easier it will become.

Month: _____ Week from _____ to _____

<p>Monday</p> <hr/> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Tuesday</p> <hr/> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Wednesday</p> <hr/> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>Thursday</p> <hr/> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Friday</p> <hr/> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Saturday & Sunday</p> <hr/> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>

WHAT IS UNDERLINING?

Choosing the most important parts of the text and highlighting them



WHY UNDERLINE?

Because it helps us to

- study
- concentrate
- understand and
- remember

FOR WHAT UNDERLINE?

- ASSIMILATE
- MEMORIZE
- REVIEW



HOW TO UNDERLINE?

- we read
- we mark paragraph by paragraph
- we look for a main idea or key words and if we read only the underlined, the text makes sense.



The topic responds to, what is the text about?

- it is said with one or more words.

The main idea responds to, what is the text summarizing?

- It can be said with a short sentence.

THERE IS THE DIFFERENCE!



SUMMARIZING THE INFORMATION

To achieve success in your studies: 1. Analyze 2. Synthesize 3. Memorize.

What is it for and How do I do it?

- It helps us to elaborate and work the information
- Helps to hold attention and concentration
- Allows us to review quickly
- Get to know yourself and choose the option that you like the most.
- Use your own words
- Practice a lot!

CHOOSE THE TOOLS THAT FIT YOU

1 CONCEPT MAP



2 OUTLINE



3 MIND MAP



4 VISUAL THINKING



5 COMPARISON CHART

THE STATE	PROVINCE	DEPARTMENT
CHACHAPOYAS	AREQUIPA	=
AREQUIPA	AREQUIPA	≠
AREQUIPA	AREQUIPA	≠

Spend some time finding out what you like the best

Month: _____ Week from _____ to _____

Monday

Blank lined area for notes.

Tuesday

Blank lined area for notes.

Wednesday

Blank lined area for notes.

Thursday

Blank lined area for notes.

Friday

Blank lined area for notes.

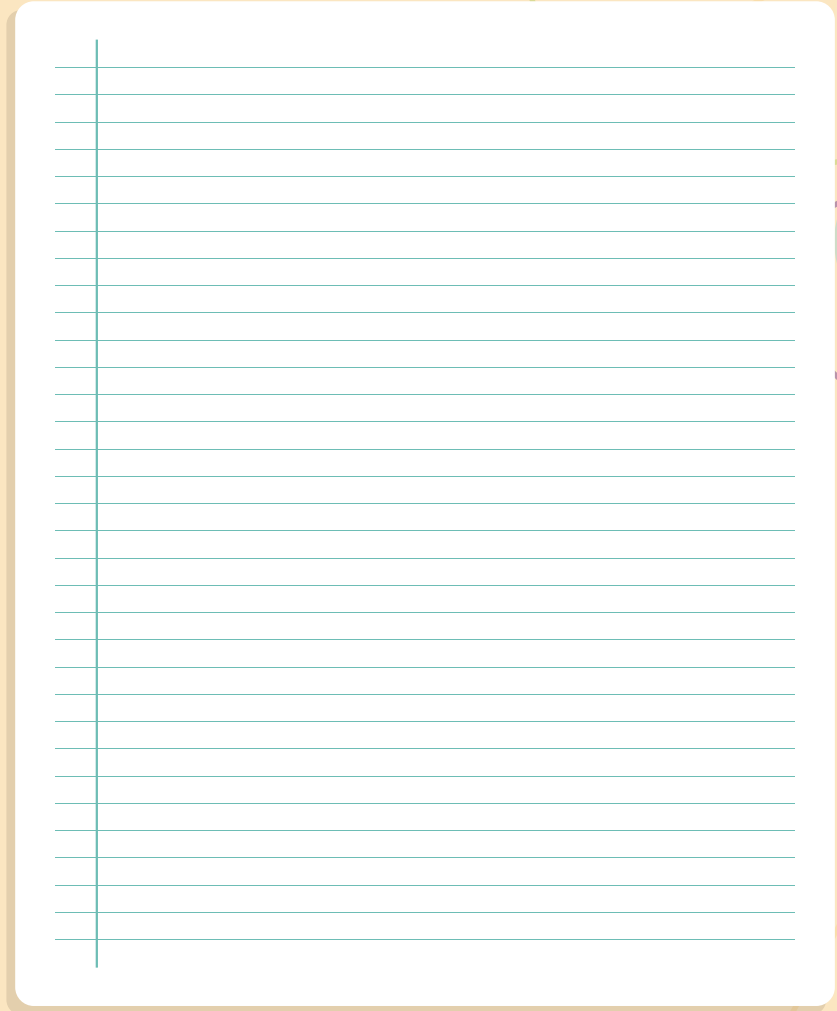
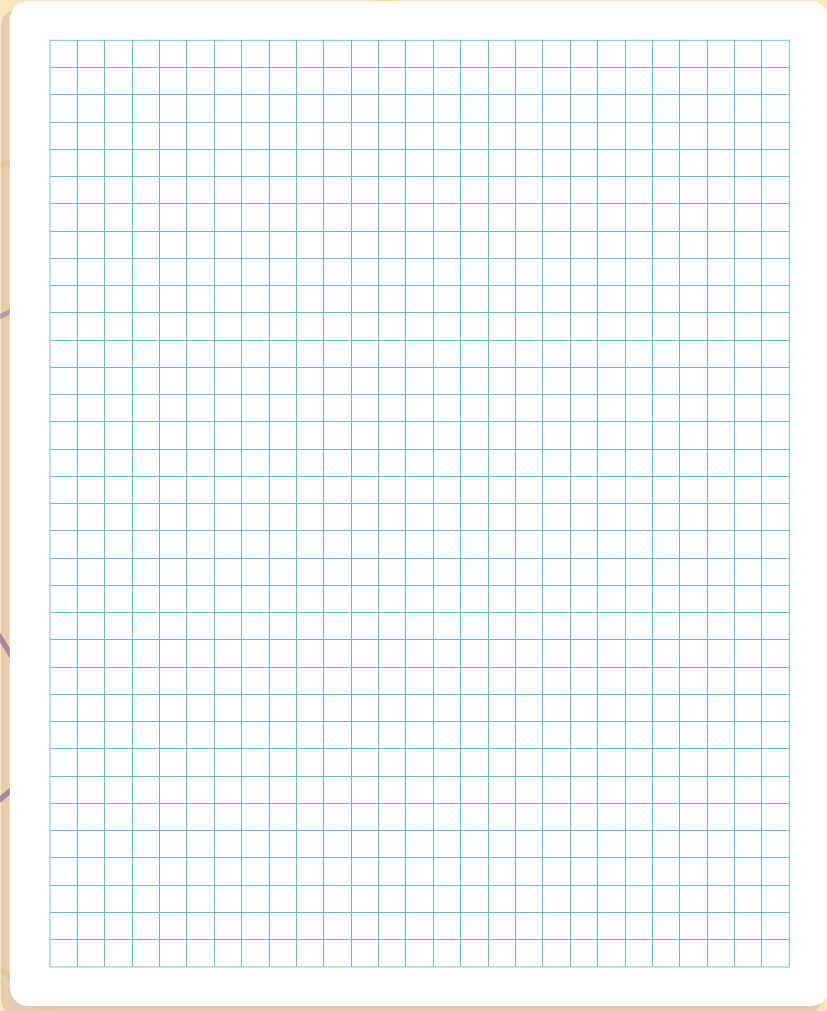
Saturday & Sunday

Blank lined area for notes.

MONTHLY CALENDAR

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

NOTES



"What is written quickly is read slowly."
Refranero español.

Month: _____ Week from _____ to _____

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday & Sunday

OUTLINES

ADVANTAGES

- They help improve attention and concentration.
- You save time memorizing and reviewing.



FEATURES

- It is like the framework or skeleton of the subject.
- At a glance, you can see the most important ideas and their connection.



TYPES

(CLICK ON EACH IMAGE)

The most used are:

Keys

Numbers

Arrows

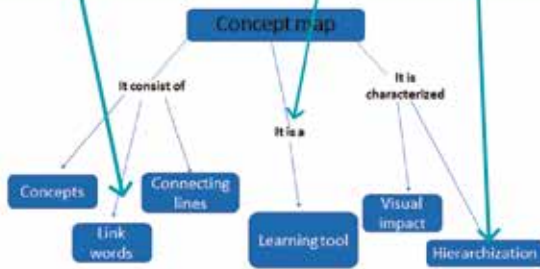
12
34

PROCESS

1. Organize the ideas establishing categories that go from the most general to the most specific.
2. Choose the representation design graph that you like the most.
3. Synthesize the sentences in a few words.

CONCEPT MAP

LINK WORDS
CONNECTING LINES
CONCEPTS



At first it may take time to make these preparations but once the information has been worked out in detail, it will be difficult to forget.

Month: _____ Week from _____ to _____

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday & Sunday

COMPARATIVE TABLE

- 1 CHOOSE THE PARAMETERS TO COMPARE
- 2 DECIDE ON THE CHARACTERISTICS OF EACH ELEMENT IN RELATION TO THE PARAMETER
- 3 BUILD STATEMENTS ABOUT THE COMPARED ELEMENTS

ROCK TYPES BY ORIGIN

ROCK TYPES	SCREEGS	SEDIMENTARY	METAMORPHIC
ITERNALDGET	LAVER - INNO JINNO	LAYER - SPHERICITION (SEDIMENT)	ROCKS - METE - CATION - WOODPHE (IGNE)
FORMATION	COILING OF MELTER ROCKS	UNION OF LARINS FROM DIFFERENT ROCKS	FROM OTHER ROCKS, REARRANGING BY AN INCREASE OF PRESSURE - CHANGE HEAT
KEY WORDS	HEAT	EROSION, TRANSPORT & DEPOSITION	RELATION
EXAMPLES	GRANITE, BASALT	LIMESTONE, CONGLOMERATES	SLATE, GNEISS

Every idea can be graphically represented.

Month: _____ Week from _____ to _____

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday & Sunday

SYNTHESIS

MIND MAPS



VISUAL THINKING



TIMELINE



IF DRAWING HELPS YOU STUDY, THESE THREE TOOLS ARE FOR YOU.

WRITTEN EXPRESSION

Remember **introduction**, **conclusion** and **summary**

Start

Body

Outcome

USE SELF-INSTRUCTIONS!

For example:

1. I make a **script** of what I am going to say
2. I **order** all the ideas I want to mention
3. I make an **introduction paragraph** and a **concluding paragraph**
4. In each paragraph I present only **one idea**
5. I **check** that anyone can understand it
6. I check the **spelling** and **presentation**

Writing a story...

1. Who are the **main characters**?
2. **What happens** in the story?
3. **When** does it occur?
4. **Where** does it occur?
5. **Why** is this story happening?

Presentation is important...

1. I will respect the **margins**
2. If I am wrong I erase without **scribbling**
3. **Anyone** will be able to read it without difficulty!

Before you start writing, plan and write down all the ideas that you want to mention, then put them in order and find a way to link them.

Month: _____ Week from _____ to _____

Monday

Tuesday

Wednesday

Thursday

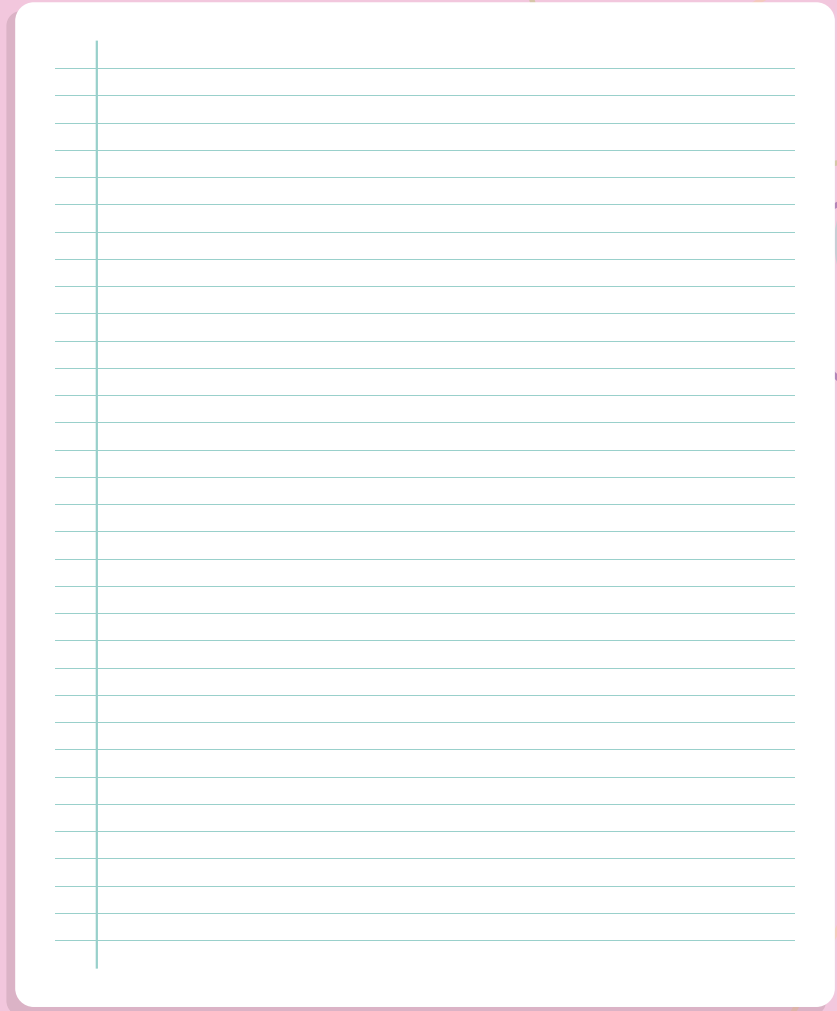
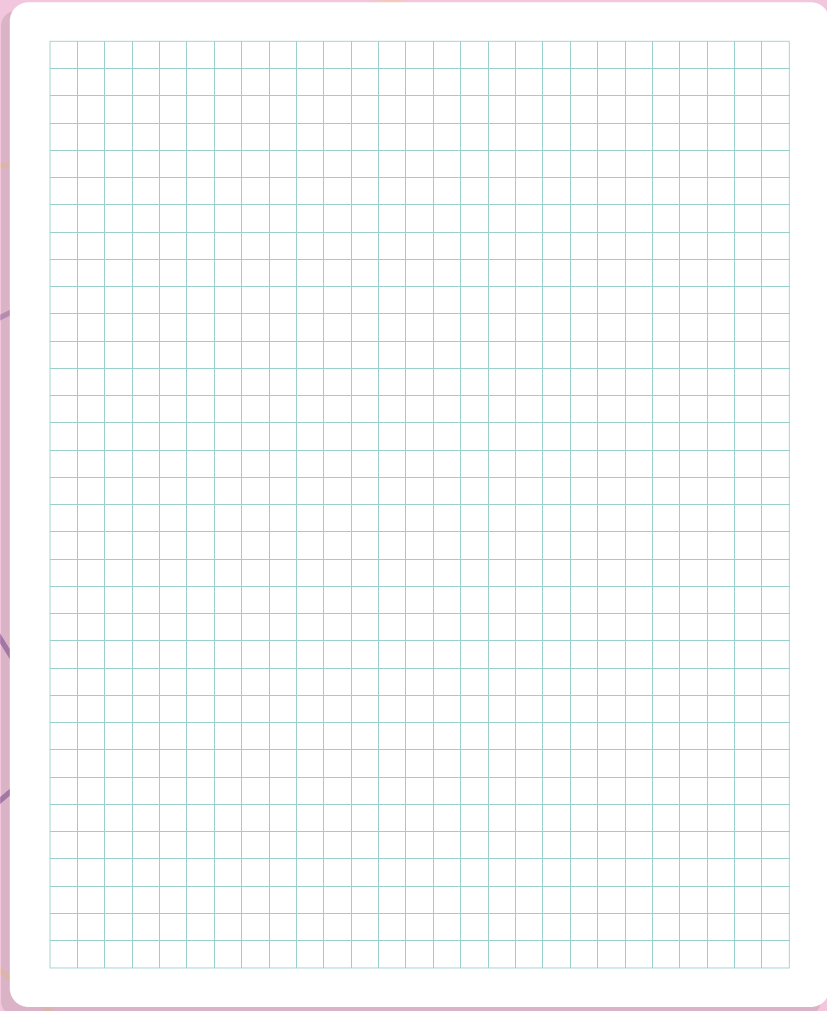
Friday

Saturday & Sunday

MONTHLY CALENDAR

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

NOTES



Rehearse before presentation, it will help you gain confidence and feel safe.

Month: _____ Week from _____ to _____

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday & Sunday

ORAL EXPRESSION



Public speaking



CONSIST OF:

- preparing the topic
- writing a script
- rehearsing aloud
- speaking slowly
- finding support material

Hey, don't "Roll up" and enjoy talking!

YOU MUST TAKE INTO ACCOUNT:

- intonation
- body movements
- gesture
- spontaneity
- dynamics when speaking



ADVANTAGES:

- more natural, direct, quick and spontaneous than the written one
- it provides more information in less time
- there is an exchange of impressions between transmitter and receiver.





MEMORIZATION

Mnemonic rules

What do they consist on?
Associating new information in our mind with other information that we already have



We take advantage of the brain's natural capacity to:



- Remember **images**
- Pay more attention to **rare events** that generate an **emotional imprint** on your (eg humor)



They require **TRAINING**: But once you master them they will allow you to memorize very fast and save time!



They are many strategies: so you will have to choose the best one according to the information you need

Comic strip method

Create stories with the words which must be remembered



The more surreal the better you will remember them!

Places method



Choose a place that you know very well → Put in your mind the objects that you must remember → 'Collect' the ideas by walking around the place

Also explore

- initials techniques
- The key words
- The creative sentence
- Number conversions



<https://www.youtube.com/watch?v=Jk5TmyCqY>

Training various memorization techniques will help you to memorize faster. Search the internet. Ask your classmates or invent your own strategy.

Month: _____ Week from _____ to _____

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday & Sunday

"Nothing is particularly hard if you divide it"
Henry Ford.

Month: _____ Week from _____ to _____

Monday

Blank lined area for Monday notes.

Tuesday

Blank lined area for Tuesday notes.

Wednesday

Blank lined area for Wednesday notes.

Thursday

Blank lined area for Thursday notes.

Friday

Blank lined area for Friday notes.

Saturday & Sunday

Blank lined area for Saturday & Sunday notes.

PREPARING EXAMS



BEFORE THE EXAM



- Keep **MOTIVATION** high to pass
- **PLAN** the study (subject, schedule, breaks...)
- **REVIEW** what has been **MEMORIZED** using the **STRATEGIES** learned



JUST THE DAY BEFORE THE EXAM

Just review!!!

PREPARE everything you will need:

- pens,
- pencils, rubber, ruler...
- calculator,
- dictionary...



SLEEP ALL NIGHT. YOU NEED TO REST.

DURING THE EXAM:

A few minutes of **RELAXATION**. "I have studied", "I can pass"...

- **READ** the whole **EXAM**
- do **NOT** start **FAST**
- **READ** the statements slowly
- start with what you know best
- **DOSE** the time
- take care: cleanliness, order, avoid misspellings...
- **REVIEW THE EXAM AT THE END**



AFTER THE EXAM

Besides caring about the grade...



- I look at the mistakes
- I look for ways to overcome them
- I prepare to pass the next exam!!!

BE SURE TO PUT INTO PRACTICE EVERYTHING YOU HAVE LEARNED!!!

WE WISH YOU THE BEST IN YOUR NEXT EXAMS!!!

We have reached
THE END



You have in your possession a series of infographics with **STRATEGIES**



Now it's your turn
TO TRAIN



There are **3 ROUTINES** to practice, because it is always interesting...

- Ask yourself questions

I SEE → I THINK → I WONDER

- Self-evaluate your learning

WHAT DO I KNOW? → WHAT MAKES ME DOUBT? → WHAT DON'T I KNOW AND I HAVE NEVER BEEN ABLE TO LEARN?

- Search for the key word and idea

WORD → IDEA → SENTENCE

We are all born with the ability to think, but with the right tools we can become better at thinking.

Month: _____ Week from _____ to _____

Monday

Tuesday





Wednesday





Thursday




Friday





Saturday & Sunday



MY CONTACTS





 First name & second name
 E-mail
 Telephone
 Birthday





 First name & second name
 E-mail
 Telephone
 Birthday





 First name & second name
 E-mail
 Telephone
 Birthday





 First name & second name
 E-mail
 Telephone
 Birthday




 First name & second name
 E-mail
 Telephone
 Birthday





 First name & second name
 E-mail
 Telephone
 Birthday




 First name & second name
 E-mail
 Telephone
 Birthday





 First name & second name
 E-mail
 Telephone
 Birthday





 First name & second name
 E-mail
 Telephone
 Birthday





 First name & second name
 E-mail
 Telephone
 Birthday

 First name & second name
 E-mail
 Telephone
 Birthday

 First name & second name
 E-mail
 Telephone
 Birthday

 First name & second name
 E-mail
 Telephone
 Birthday

 First name & second name
 E-mail
 Telephone
 Birthday

 First name & second name
 E-mail
 Telephone
 Birthday

NOTES

A large rectangular area with a light blue grid pattern, intended for writing notes.

A large rectangular area with horizontal light blue lines and a vertical margin line on the left, intended for writing notes.



WEEKLY PLANNING

Improving together day by day.