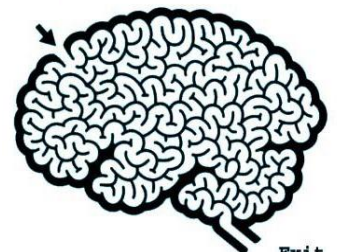


Morals of 9 Dots

- A** - Assumptions
- B** - Beyond imaginary finishing line
- C** - Change the pattern
- D** - Direction of thinking should be positive
- E** - Every problem has a solution
- F** - Fear of failure
- G** - Give up attitude
- H** - Handling rejection
- I** - Impossible

For more MEMORY GAMES, PUZZLES & BRAIN EXERCISES please visit

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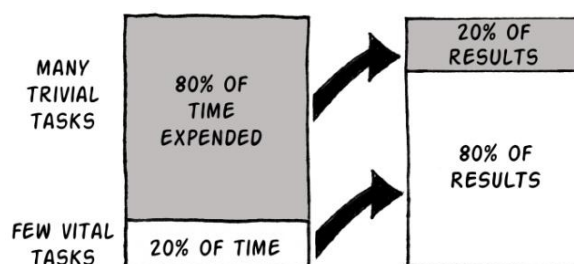


25 TIME SAVERS !

1. Learn to set priorities on things like goals, tasks, meeting agenda items, interruptions.
2. Start with "A-priority" tasks; is it the best use of your time ?
3. **Fight procrastination; do it now if it's important.**
4. Subdivide large, tough tasks into smaller, easily accomplished parts.
5. Establish a quiet hour, even though it requires will power and may not always work.
6. Find a hideaway. The library or a park.
7. **Learn to say "no" when you've got something important to do.**
8. Learn to delegate.
9. Accumulate similar tasks and do them all at one time.
10. Minimize routine tasks; spend only the time they deserve.
11. Shorten low-value interruptions.
12. Delete Junk emails & other unwanted information from your email & Mobile.
13. Delegate, shorten or defer indefinitely the C-priority tasks.
14. AVOID PERFECTIONISM. Remember the 80/20 mal distribution rule.
15. **Avoid over-commitment. Value your time.**
16. Be realistic about what you can do in the time you have.
17. Don't over-schedule. It makes things more difficult.
18. Allow some flexible time for crises and interruptions.
19. **Set time limits. Some decision take just 3 Minutes**
20. Concentrate on what you are doing.
21. Use big blocks of time for big jobs.
22. Do difficult things quickly; waiting doesn't make them easier.
23. Try to handle paper only once.
24. Think the job through before acting.
25. **Finish as you go; get it right the first time !**

For more TIME MANAGEMENT TIPS & TECHNIQUES, Please Visit

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10 CONCENTRATION EXERCISES

To sharpen the mind and improve the ability to concentrate

Exercise 1

Take a book and count the words in any one paragraph. Count them again to be sure that you have counted them correctly. Start with one paragraph and when it becomes easier, count the words in a whole page. Perform the counting mentally and only with your eyes, without pointing your finger at each word.

Exercise 2

Count backwards in your mind, from one hundred to one.

Exercise 3

Count in your mind from one hundred to one, skipping each three numbers, that is 100, 97, 94, etc.

Exercise 4

Choose an inspiring word, or just a simple sound, and repeat it silently in your mind for five minutes. When your mind can concentrate more easily, try to reach ten minutes of uninterrupted concentration.

Exercise 5

Take a small simple object such as a spoon, a fork, or a glass. Concentrate on one of these objects. Watch the object from all sides without any verbalization, that is, with no words in your mind. Just watch the object without thinking with words about it.

Exercise 6

Draw a small geometrical figure, about three inches in size, such as a triangle, a rectangular or a circle, paint it with any color you wish, and concentrate on it. Look only at the figure you have drawn, and at nothing else. Only the figure exists for you now, with no unrelated thoughts or any distractions. Also, try not to strain your eyes.

Exercise 7

The same as number 6, only this time visualize the figure with the eyes closed. As before, if you forget how the figure looks like, open your eyes for a few seconds and watch the figure and then close your eyes. and continue with the exercise.

Exercise 8

The same as above in number 7 but the eyes open.

Exercise 9

Try for at least 5 minutes, to stay without thoughts. This exercise is to be attempted only after all the previous ones have been performed successfully. The previous exercises, if practiced correctly, will give you with the ability to impose silence on your thoughts it becomes easier with time.

Exercise 10

Use SriYantra Symbol for 2 times every day as per the instructions given.

For more BRAIN DEVELOPMENT & CONCENTRATION EXERCISES, TIPS Please visit

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GET ! SET ! GO !

20 MUST DO THINGS IN LAST 2 MONTHS BEFORE EXAMS

1. **Plan ! Plan ! Plan !** – Have a Study Plan for atleast 6 hours per day.
2. **Fix Timings** – For Prayers, Play, Sleep, Exercise, Relaxation, TV, etc..
3. **Tough Subjects** – Spend more time for them. Don't Avoid them.
4. **Meditation** – Spend atleast 10 minutes in Morning & Evening.
5. **Make Keywords & Key Diagrams** – They are powerful tools.
6. **Make Study Sheets & Mind Maps** – You will save 50% Revision Time !
7. **Make Study Cards** – Carry them with you always. Keep Recalling.
8. **Do 4 Level Practice** – Perfect, Conscious, Speed & Every day Practice.
9. **Write & Practice** – Diagrams, Maps, Formula & Equations.
10. **Teacher's Help** – Don't feel shy, Clarify your doubts from Teachers.
11. **Friend's Help** – Teach and learn from your friend. Don't have ego !
12. **Say NO to TV, Films & Chatting** – In last 1 month before Exams.
13. **Play Games** – Everyday for atleast 20 minutes play a physical game.
14. **Tuitions** – Keep focus on clarifying doubts. Avoid wasting time talking.
15. **Memory Techniques** – Use them in all ways. It will make studies fun.
16. **Concentration Exercises** – Spend 10 minutes every day, practice them.
17. **Breaks** – Take a break every 40 minutes of study. Come back again.
18. **Don't Give Up** – No matter how tough it is, don't give up on studies.
19. **Avoid Postponing** – Do things immediately. Do them first. Think later !
20. **Seek Almighty's Help** – Be Humble. Pray for your Success !

For more STUDY SKILLS & STUDY TECHNIQUES Please visit

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10 THINGS “TO DO” ON THE EXAM DAY !

- 1. Get up Early** at 5am. Take Bath. Offer your prayers.
- 2. Tell yourself - “Today is the Best Day of my Life.”** Feel happy about the Exam. Have a Smile ☺. Don't think about your Past. **Say All Izz Well !!**
- 3. Start Revising and Recalling** using Study Sheets & Study Cards. Don't write and practice anything. Keep your focus on tough Questions.
- 4. Check items** - Exam Pad, Hall Ticket, Pen (2 Nos.), Pencil, Eraser, Sharpener, Scale and any item required for the Exam.
- 5. Wear Digital Watch.** Remove bands/bangles.
- 6. Carry Water** in Transparent Plastic Bottle. This is allowed in Exam Hall.
- 7. Be Calm.** Talk less. Focus only on Recalling.
- 8. Seek your Mother's prayer and Best Wishes** for your Success in Exam !
- 9. Leave Early from home.** Be at the Exam Venue atleast 30 minutes before the Start of Exam.
- 10. Use Journey Method.** On the way from home to Exam Venue, put the important points / Keywords at different Places. You can RECALL in Exam.

5 THINGS “NOT TO DO” ON THE EXAM DAY

- 1. Don't Panic.** Be Strong. Be confident. Just focus on Revision & Recall
- 2. Don't Use Mobile.** Avoid Calls or Chats. Call only in case of Emergency
- 3. Don't have Heavy BREAKFAST.** Having only Vegetarian Food.
- 4. Don't Learn New Things.** It will confuse you more !
- 5. Don't be OVER CONFIDENT.** Keep your focus on your revision.

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