

# ***The Post-Exam Burnout Worksheet***

By LeanAnki

# Phase 1: Design Your Environment

*"It is important to remember that the environment drives our good behaviors as well as our bad ones. People who seem to stick to good habits with ease are often benefitting from an environment that makes those behaviors easier."*

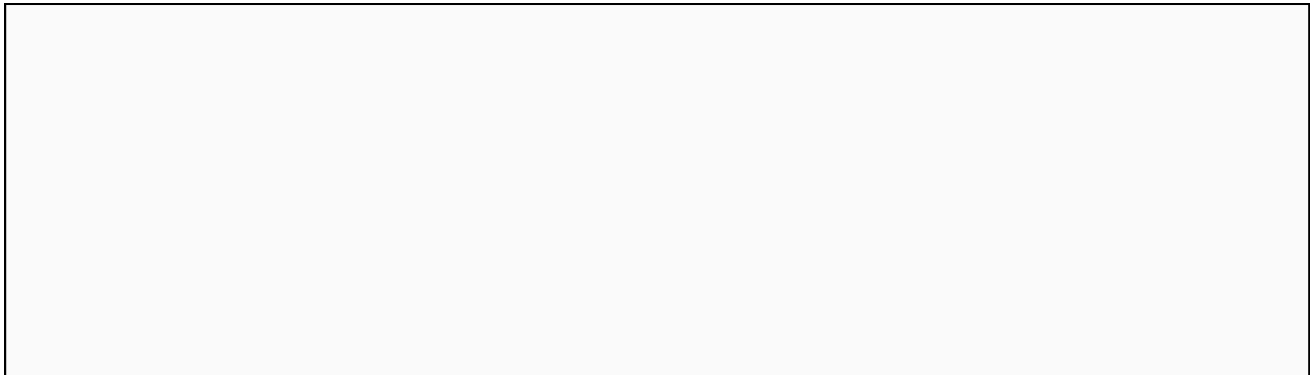
— James Clear, bestselling author of *Atomic Habits*

**Think about all the steps you need to take before you start studying. Can you list them out – step-by-step?** It's important that you include steps like "crouching down to plug in cables." You'll see why in a bit.

**Which steps take a lot of time/effort/thinking but do NOT add value to your studying?** In Lean Methodology, these are called muda (or "waste") – they must be eliminated because they are not value-adding. Crouching down to plug in cables does not add value to your studying – noted!

**With the steps you're left with – can you think of ways to make them easier? Or lessen the thinking required?**

Ex: If you ALWAYS crouch down to plug in your cables, then you SHOULD spend \$10 or so to buy an anti-surge extension cord. It just takes away all the effort of crouching down and finding all the cables, and makes it easier to start. Think of similar things you can do for your own situation.

A large, empty rectangular box with a thin black border, intended for the user to write their own examples or solutions.

## Phase 2: Productivity System + Sustainable Planning

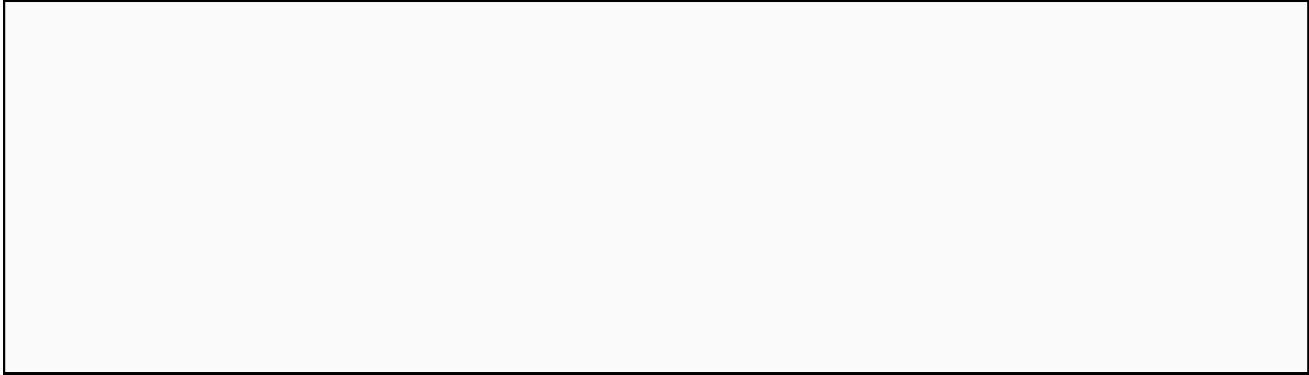
Having a system you can trust is key for fully disengaging from the other tasks that don't need your attention. Most people would tell you that productivity is all about focus, but that's just part of the story.

Before you can focus, you must be able to disengage from what does NOT require your focus.

**List out every single topic you need to study for your next exam.** These will be the contents of your master list. Once you've listed down all the items, you can eliminate some of them depending on how you want to prioritize them. The important thing is to keep track of them, and adapt to circumstances moving forward.

**From the list above, which are the ones you can do for this week?** These will be the contents of your execution list. The crucial point here is that once you have your execution list fully defined, you can start disengaging yourself from ALL the items in your master list. THESE are the only things you have to worry about this week.

**From the weekly list above, which one/s will you do today?** This will be your daily plan. Similar to the execution list, these are the **ONLY** things you have to worry about **TODAY**.



## Phase 3: Defining Your Study Workflow

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Your study workflow details how you're going to approach your studying in the first place. Long-time readers and students from Simple Study System know that ANY effective study workflow has "Encoding-Storage-Retrieval" built-in.

And to make that even more efficient, we eliminate waste in the ENTIRE study system – starting from the beginning.

Feel free to print many copies of the next page for every topic you're studying.

(continued at next page)

**What's the primary textbook you're going to use for this topic?** Prepare it on your desk or make it easy to access from your desktop.

**What are the objectives you need to meet for this topic?** You can find it at the beginning of the chapter, but the important thing here is to know what you want to get out of your material BEFORE you even start diving in.

By the end of this study session, I will be able to:

- Explain the difference between Physiology and Anatomy
- Describe the structure of the human body, from simplest to most complex in terms of six levels of organization

**Use the "Goalpost Technique" – turn the objectives above into questions.** This serves two purposes: 1) you have a guide for reading, and 2) you create active recall material.

Example:

- How is Physiology different from Anatomy?
- What are the six levels of organization, and how do they work together?

Now you can use your goalposts as Active Recall material, which you can optionally put into Anki for automating the schedules.

If you're not familiar with Active Recall, I suggest you watch Ali Abdaal's video to learn how to do it right. [Click here](#) to go to Ali Abdaal's video.

Once you're done, KEEP THE GOALPOST QUESTION SHEET. When you revise, you only need to answer these questions in your goalpost sheet to "refresh" your memory and make the items harder to forget.

And considering this, you also don't need to go back and re-read the material again, because not only is it ineffective, it's also inefficient.



## Phase 4: Capturing Open Loops

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**Anything on your mind right now? Thoughts? Open loops? Things you probably forgot? Birthdays? Errands? Questions you need to answer?**

These will be the contents of your capture list – your “inbox” – that you will then decide to include/exclude in your master/execution lists.

# Next Steps...

If you thought these worksheets were helpful, **share this with a friend** :)

And if you want more meaty content that helps you reduce your study time and get higher grades while doing more of the things you want, I invite you to **sign up for the newsletter**.

There's SO much stuff inside, but first and foremost, you'll get access to my members-only training – the *How to Study Effectively* email series – by the end of it, you'll get a complete framework for eliminating overwhelm, learn new topics quickly, and remember lots of information in the long-term.

## **A word of warning before you join the newsletter...**

My content is NOT for "shortcut-seekers" or skimmers. I share advice that tackles the root causes of your study problems. We think in *systems* rather than in *tools*. We start with *mindsets* rather than *hacks*. And we focus on the *long-term* rather than in the *short-term*.

Plus, everything is experience-based. This stuff works. And members know it when they apply my material.

If you're all good with that, read on to the next page...

# Sign up for the newsletter

Learn a framework for eliminating overwhelm, learning new topics more quickly, and retaining lots of information for long periods.

Plus, get access to my best material that will help you:

- Remember what you read after reading it once (instead of re-reading a chapter 3 times)
- Understand concepts and not just memorize them
- Know for sure how to take proper notes to remember what you learn
- Have the confidence to score well in a difficult entrance exam (especially if the tactics you used in high school don't work anymore)
- Get yourself to sit down and study successfully – every time (and stay focused afterward)
- ...etc.

So, see you inside?

To your academic success,

*Al Khan*

[Click here to get access to my best free material](#)