

## Success Enhancer Report of Rahul Gupta

14th October 2020

To achieve success in life, it is critical for individuals to understand factors that influence success. It is well known that life skills are those competencies that assist people in enhancing and augmenting our growth and success. **“4-H Life Skills Wheel”** is a well known process for developing life skills. We have adopted the principles of 4-H Life Skills Wheel to categorise them in order that they help students acquire habits to succeed in their life and become winners. Winning is primarily dependent on our individual skills, knowledge and our response to the environment we face everyday. The dramatic changes in environment coupled with the transformation in technology is having a major impact on education, our workplace and our homes. Our students are perhaps facing these challenges more acutely than the rest of us. To cope with the increasing pace and change in our modern lifestyles, we need to empower and educate our students with skills and habits that enable them to deal with stress and frustration. Today’s students are likely to come across many new and unexpected situations over the course of their daily lives, with associated pressures. To be a winner in such an environment is often not only challenging but can also be confusing. Therefore, it becomes imperative to help our students with a greater understanding and preparation that provides for adaptability and flexibility. For this purpose, we have identified **“16 Winning Factors”** that can help students deal with complex aspects of their environment and challenges. Our approach is specifically focussed on winning in the context of one of their immediate challenges of scoring in examinations - be it the class examination, board examination or competitive examination.

These factors are divided under 4 categories.

- Initiator - The habits to get student started towards the path for winning
- Method - The habits to inculcate while travelling the path for winning
- Catalyst - The habits to speed up the process of winning.
- Ensurer - The habits to make sure that all the effort and energy culminates into a “Win”

Our report shall help you understand where you stand on these “16 Winning Factors”; while also giving you important and fundamental recommendations for improvement.



## “Winning Factors” Analysis for Rahul Gupta

Category	Factor	Result	Description
Initiator	Decision Making		Decision-making involves the act of making a choice between different alternatives.
	Goal Setting		Goal setting involves the development of an action plan designed to motivate and guide a person or group towards a goal.
	Planning		Planning is the process of thinking about and organising the activities required to achieve a desired goal.
	Preparation		Preparation is being ready for something. It is typically done in anticipation of an event occurring in the near future.
Method	Practice		Proficiency is the mastery of specific skills demonstrated consistently through superior performance.
	Punctuality		Punctuality is the characteristic of being able to complete a required task or fulfil an obligation on time.
	Communication		Communication is about more than just exchanging information. It's about understanding the emotion and intentions behind the information.
	Proactiveness		Proactiveness is acting in advance to deal with an expected difficult situation.
Catalyst	Awareness		Awareness is having the realisation, perception, knowledge of a situation or fact.
	Collaboration		Collaboration is the process where individuals working in a group act together in a cooperative manner for common or mutual benefit.
	Social Skills		Social skills are the skills we use to communicate and interact with each other, both verbally and non-verbally, through gestures, body language and our personal appearance.
	Motivation		Ability to do what needs to be done, without influence from other people or situations. People with self motivation can find a reason and strength to complete a task, even in challenging situations, without giving up or needing another to encourage them.
Ensurer	Self Control		Self-control is the quality that allows you to stop yourself from reacting with the ability to restrain from emotional outbursts.
	Self Care		Self-care is any activity you do which helps your physical, mental and emotional health.
	Self Discipline		Self discipline is the ability to stay on track and have the will power to not compromise.
	Self Confidence		Self confidence comes from keeping composure particularly as the day of the examination is approaching.



## **Specific Recommendations for Rahul Gupta**

1. A healthy body means a healthy mind. Take care of yourself specially during the examination period by eating healthy, sleeping well and exercising regularly. Try to understand how to relax your mind and avoid stress. Try to keep yourself away from anything that agitates or upsets you.
2. Take the first 30 minutes of every day to plan your day. Don't start your day until you complete your time plan. Schedule time for interruptions. Put up a "Do not disturb" sign when you absolutely have to study.
3. Try not to deviate from your daily routine whether it is for physical activity, studies, eating or sleeping. Consistently work on them as a self imposed discipline. Be very careful not to be distracted by external temptations. This can sometimes create painful disruptions in all the hard work that you may have already put in.
4. Do not try to study during the night before the examination. Go to bed early the night before the examination. Get enough sleep before the big day as without it your chances of doing well in the examination is lowered. Get your bag ready a day before the examination – Pens, Pencils, A bottle of water, your ID card etc. Try to reach your examination hall early and give yourself time to set yourself up before the exam.
5. Try to do some sort of physical activity for at least 30-45 minutes daily. Limit the intake of caffeinated drinks. Remember caffeine isn't just in coffee - it's also in tea, chocolate and fizzy drinks. Try to eat home-cooked healthy food. Try to sleep at least 7-8 hours during night.
6. Don't hesitate to ask questions even if it may sound repetitive or silly. Don't hesitate to seek help from friends, family and teachers whenever you need. Also, sometimes it helps to clear your own concepts when you discuss and debate with others.
7. You need to be aware of the subjects/chapters/topics which are your weak points. Consciously try to work on improving your weak areas by slotting additional time for such subjects/chapters/topics.
8. Try to study in groups. Working in groups enables you to (1) get help from others when you are struggling to understand a concept (2) complete assignment more quickly and (3) teach others, thereby helping both the other students and yourself to understand the subject better.
9. Try to schedule appointments with yourself and create time block for high-priority thoughts, conversations and actions. Schedule when they will begin and end. Have the discipline to keep these appointments at all costs.
10. Try to increase the level of difficulty gradually by building up from easy to medium to the hard instead of doing the difficult areas first. Try to allot more time for difficult chapters/topics for better understanding and revision. Try to set inspiring and achievable goals and reward yourself whenever you achieve them.
11. Simply studying without direction is not effective. You should know exactly what you need to accomplish during each study session. Before you start studying, set a study session goal that support your overall academic objective. Setting study goals and objectives will help you to organise your time and also help you focus on topics, chapters and subjects. Try to break down the chapter into topics and mark these topics as stepping stones for completing the chapter. Make a checklist for topics and tick them off as you progress.
12. Try to get organised and plan your day/week. Like your school time table, try to create your own

study time table. Don't try to approach studies in whatever order you feel. Group the similar tasks and do them one after another. Remember different tasks demand different types of thinking and by doing similar tasks together you allow your mind to continue to flow with current thought process without unnecessary switching, which may stress you out.

13. Try to write down your plan. Make sure that you prioritise your activities. Always make plan for unforeseen activities or circumstances.
14. Learn to say "no": At some point, you need to learn to decline opportunities. You should only commit to things for which you have time. Don't hesitate to do what is right for you and improves your study parameters.
15. Don't attempt only to cram your study material. It is important that you gain enough understanding, competence and know how of your topic and/or study material. Try to take good notes in class. Before you start each study session and before you start a particular assignment, review your notes thoroughly to make sure you know how to complete the assignment independently and correctly. Try to review your notes before each study session This will help you remember topics that was taught during the day.

## Do's and Don'ts in the examination room:

- Read your questions carefully and establish blocks of time for each section. Answer what you know first without having to think twice about them. This will save you lots of extra time, allowing you to spend time on questions that are a bit more challenging and require more of your attention and focus.
- Do not waste time on questions you are not sure of or those which are time consuming. Come back to answer them only when you are through with all that you know.
- Reviewing your exam answers gives you the opportunity to go back and double check spelling and grammar. It also allows you one last chance to objectively review each answer and ensure that you've correctly addressed each question.
- When mind goes blank mid-answer - Reread your answer to see if this prompts you to remember and try looking back over your plan. If this doesn't work, don't worry - leave a gap and come back to it later. You will probably remember it when you relax. This often happens towards the end of the exam and you can return to your answer and finish it.
- What if I run out of time - Look at how many questions you have left to answer and then work out how much time you've got left to spend on each question. You will probably gain the most marks if you attempt all the answers rather than spending time doing one 'perfect answer', so set yourself deadlines and be strict.

## TAKE THE FIRST STEP TOWARDS BECOMING A DOCTOR OR AN ENGINEER



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