

AIETS *Presents*

# TOPPERS SECRETS OF

# SUCCESS

*Delivered by  
Avinash Agarwal*



**aiets** JMD <sup>TM</sup>  
LEARN WITH FUN



# Toppers Secrets of Success

**Avinash Agarwal**

B-Tech (Comp. Sc.)

M.BA (MDI, Gurgaon)

*Published by*



Regd. Office : B-32, Shivalik Main Road, Malviya Nagar, New Delhi-17  
Tel. 26691021/ 26691713; Website : [www.enrich.aiets.co.in](http://www.enrich.aiets.co.in)

*Written by*  
Avinash Agarwal

© Copyright reserved  
All rights reserved. No part of this publication may be reproduced in any  
form without prior permission of publisher.

Published by  
AIETS.com Pvt. Ltd.

M.R.P : RS 250/- (along with CD)

DISCLAIMER : This book provides various suggestions to the students for improving their productivity but in no way guarantees a particular level of output. The students are advised to adopt any of the strategies given in the book, implement it and continue only if they find it beneficial.

# INDEX

---

PREFACE

ACKNOWLEDGEMENTS

HOW TO USE THIS BOOK

YOUR QUESTIONS ABOUT THIS BOOK

COMPETITIVE EXAMINATIONS : MYTHS & REALITIES ..... 13

- Board Exams vs. Competitive Exams ..... 13
- Are toppers God Gifted? ..... 16

## **FIVE STEPS OF SMART PREPARATION**

STEP 1: POSITIVE ATTITUDE, FIRM DETERMINATION  
& WELL THOUGHT PLAN ..... 19

- Why am I studying? ..... 19
- Long-term and Short-term goals ..... 21
- Goal setting and motivation ..... 25
- Making a plan to achieve the goals ..... 27
- How to make a Plan that works? ..... 29

STEP 2: MASTERING FUNDAMENTALS AND  
LEARNING NEW SKILLS ..... 41

- How to Study? ..... 41
- Preparing for Studies ..... 43
- How to improve concentration power ? ..... 43
- How to develop interest / confidence in a subject ..... 44
- Fighting tiredness and boredom ..... 48
- Time Management ..... 48
- Recency and primacy effects ..... 50
- Break for Speed ..... 51
- Ends are more productive / sleep on it ..... 52
- Techniques to improve retention and memory ..... 53
- One subject or many subjects in a day ..... 54
- How and why to revise? ..... 55
- Method of systematic revision ..... 56
- Reading is fundamental to study ..... 58
- How to plan studying in school/coaching? ..... 59
- Five simple steps of effective study ..... 62
- General Suggestions ..... 63

|  |            |
|--|------------|
| <b>STEP 3: HOW TO SHARPEN PROBLEM SOLVING SKILLS?</b> .....                | <b>67</b>  |
| • Toppers approach to Problem Solving .....                                | 68         |
| • Step I : Proper understanding of Concept & its Application .....         | 69         |
| • Step II : Visualization of the problem .....                             | 71         |
| • Step III : Interplay between theory and Problem Solving .....            | 71         |
| • What is a Misconcept ?<br>How to identify and remove Misconcepts ? ..... | 73         |
| • Approaches to Problem Solving .....                                      | 74         |
| • Importance of not seeing the solutions .....                             | 75         |
| • How to develop critical thinking Ability? .....                          | 78         |
| • Critical Thinking Guidelines (ask questions) .....                       | 80         |
| • Push past your limits .....  | 81         |
| • Garner's ten commandments on problem solving .....                       | 81         |
| <b>STEP 4: IMPROVING YOUR OUTPUT</b> .....                                 | <b>85</b>  |
| • Importance of output .....   | 85         |
| • Speed .....  | 85         |
| • Strike Rate .....  | 89         |
| • Selection .....  | 91         |
| • Test Planner .....   | 92         |
| • Testing : A tool to improve your speed, strike rate & selection .....    | 94         |
| • When should you join a testing program? .....                            | 96         |
| • How to appear in a test at Home ? .....                                  | 96         |
| • How to do post test performance analysis? .....                          | 98         |
| • How to get feedback from "Test Assessment & Analysis Sheet"? .....       | 98         |
| • Success Gap Concept and how to use it in your preparation .....          | 102        |
| • General suggestions .....  | 103        |
| <b>STEP 5: ACTION PLAN</b> .....   | <b>107</b> |
| • Making an Action Plan .....  | 107        |
| • Action Plan Illustration .....   | 110        |
| • Planning for the Consolidation Phase .....                               | 114        |
| • Planning for the Rapid Review Phase .....                                | 115        |

|   |            |
|---|------------|
| <b>CONSOLIDATION PHASE<br/>(6 TO 8 WEEKS BEFORE EXAMS)</b> .....          | <b>117</b> |
| • Step 1 : Intense review of material .....                               | 117        |
| • Step 2 : Practice Lot of Output .....                                   | 121        |
| • Step 3 : Getting used to exam tension & pressure .....                  | 123        |
| • Step 4 : Keep going .....   | 126        |
| • Positive Thinking .....   | 127        |
| <b>RAPID REVIEW PHASE (7-10 DAYS BEFORE EXAMS)</b> .....                  | <b>131</b> |
| • Last few days before the exam .....                                     | 131        |
| • Day before the exam.....  | 132        |
| • On the morning of the exam.....   | 133        |
| • Finishing your studies for the exam.....                                | 134        |
| • Outside examination centre.....   | 135        |
| • During the exam.....  | 136        |
| • Arriving late.....  | 138        |
| • Confronting problems during examination.....                            | 138        |
| • After the exam.....   | 140        |
| <b>TIPS &amp; TECHNIQUES ON “HOW TO ATTEMPT A PAPER?”</b> .....           | <b>143</b> |
| • How to solve an Objective type paper faster? .....                      | 143        |
| • Strategy 1: Linear approach to attempting paper .....                   | 143        |
| • Strategy 2: Divide Time between different sections .....                | 144        |
| • Strategy 3 :Jayasuriya Approach to attempt a paper .....                | 144        |
| • Strategy 4 : Three Round Approach to solve a paper .....                | 145        |
| • Marking of questions while attempting paper .....                       | 147        |
| • Method of elimination to solve questions faster .....                   | 148        |
| • Should you guess or not? .....  | 149        |
| • Some more tips for objective tests .....                                | 150        |
| • How to attempt a subjective paper ? .....                               | 152        |
| • Choosing the questions you will answer .....                            | 154        |
| • Plan your answers .....   | 155        |
| • If you are running out of time .....                                    | 156        |
| • Visualization of the problem .....                                      | 157        |
| <b>HOW TO LEARN PHY / CHE / MATHS / BIO<br/>BETTER &amp; FASTER</b> ..... | <b>161</b> |
| • How to Master topics involving problem solving (Physics)? .....         | 161        |
| • How to Master topics involving Facts & Theory (Biology)? .....          | 171        |

|   |                |
|---|----------------|
| <b>ROLE OF PARENTS .....</b>  | <b>179</b>     |
| • What Parents should do? .....   | 179            |
| • What Parents should not do? .....   | 180            |
| <b>FREQUENTLY ASKED QUESTIONS .....</b>   | <b>183</b>     |
| • Is IQ important factor in success? .....  | 183            |
| • How to some students do well even without studying hard? .....                    | 183            |
| • 4 different states of mind .....  | 183            |
| • The two-sided brain .....   | 184            |
| • How to Relax? .....   | 185            |
| • Even famous people do it .....  | 185            |
| • The Right Time to Study .....   | 188            |
| • Where to study? .....   | 188            |
| • Importance of Notes .....   | 189            |
| • Cornell Notes .....   | 189            |
| • Spider Notes .....  | 190            |
| • How much to sleep? .....  | 192            |
| • You Master a New Skill in Steps & Jumps .....                                     | 194            |
| • Pros & Cons of Group Study .....  | 194            |
| • I don't know where my time goes? .....  | 196            |
| • The Success Time Table .....  | 196            |
| • How to be a winner and a champion? .....  | 198            |
| • What are the critical success factor for cracking<br>entrance examinations? ..... | 199            |
| • Amazing Power of superconscious mind .....  | 200            |
| • When does one start preparation? .....  | 201            |
| • Is coaching necessary ? .....   | 201            |
| • My future will be ruined if I fail/don't get good marks .....                     | 201            |
| <b>VALUES FOR SUCCESS .....</b>   | <b>203</b>     |
| • Attitude .....  | 203            |
| • How to build positive attitude .....  | 203            |
| • Goals & Dreams .....  | 204            |
| • Focus on the Goals .....  | 204            |
| • Ability to see how far are you from your goals .....                              | 205            |
| • Values that ensure that you achieve Success .....                                 | 205            |
| • You only lose when you quit trying .....  | 206            |
| <b>THE DIFFERENT STROKES .....</b>  | <b>210-214</b> |
| <b>TEST ASSESSMENT AND ANALYSIS SHEET .....</b>                                     | <b>215-216</b> |

## PREFACE

---

After interacting with lot of students, I realized that most of the students fail not because of lack of knowledge or hard work or intelligence but because of lack of guidance, planned approach and poor study techniques. So, **the problem most of the students face, is not of potential but of converting that potential into performance.**

Success in study depends not only on ability and hard work but also on effective methods of study. Apart from working hard, success today demands working smart also. The book recapitulates and reinforces the basic techniques of effective study and lays a platform for the student to convert this potential into performance. The book has been written after interaction with thousands of students, hundreds of toppers of all major examinations (IIT/AIIMS) and teachers from different corners of the country involved in training /preparing students for different competitive examinations.

The book would be useful for students preparing for different competitive exams at different stages of preparation. So whether you have **just entered class XI/XII** or dropping an year to prepare for competitive exams or you have to appear in the exam one week from now, **this book has techniques & ideas which have the capability to change things dramatically in a short period of time.** The book has been written keeping the general student in mind. Some of the points in the book might look old and simple while some may look new and interesting. But remember, in order to get maximum benefit from the book, the focus has to be on implementation rather than reading the book like a novel. A student who reads one chapter and implements it will benefit much more than the student who goes through the entire book without implementing. In order to derive maximum benefit it is recommended to start following the book right from the beginning of your preparation.

Read this book slowly at different stages of your preparation. Use this as a work book or guide book. Read the book and try to compare it with the way you are preparing now, if possible discuss the points with your seniors, friends, teachers and parents.

Finally, throughout the book, ideas and concepts are repeated in several different places. The reason is that many topics are very closely related to each other. For e.g. if we talk about skills to handle stress and anxiety we use these skills before we start studying, during our studies, during exams and after exams.

**I am sure every time you read this book you will find something new and useful in it. So read it as many times as possible. Read it whenever you get stuck in your preparation and I am sure you will find an answer to every possible problem you can face during preparation.**

Some of the suggestions may seem to be ordinary advice but believe me they are time tested & will definitely benefit a student who practices them sincerely. Consistent study of six to seven hours with proper planning can give success even to average students. **And remember there are no shortcuts to success. Success is not something, which you will find lying on the road. Success demands lot of sacrifice, discipline and hard work. As Henry Ford has rightly said “the harder you work the luckier you get”.**

In the end I would like to thank all teachers, parents & academicians whose encouragement, feedback & guidance has helped in coming up with this new & thoroughly revised edition. Two years back I started writing this book with the objective of helping students in achieving their goals faster so my special thanks to thousands of students who said they felt more confident & more positive to studies after reading this book.

I hope after reading this book you will agree I have succeeded.

I'm sure after reading this book you'll definitely succeed.

**AVINASH AGARWAL**  
(Director, AIETS)  
E-mail : [avinash@aiets.co.in](mailto:avinash@aiets.co.in)

## **ACKNOWLEDGEMENTS**

---

Any task requires effort from many people and this book is no different. We would like to thank entire AIETS team whose effort made this publication possible.

Many examples, stories have been collected from different sources like newspapers, magazines, seminars over last couple of years. Unfortunately, sources were not always noted or available; hence, it becomes difficult and impossible to provide an accurate acknowledgment.

Regardless of the source we wish to express our gratitude to those who may have helped us directly or indirectly in writing this book. Every effort has been made to give credit where it is due for the material contained. If inadvertently we have omitted giving credit, future publications will give due credit to those that are brought to the author's attention.

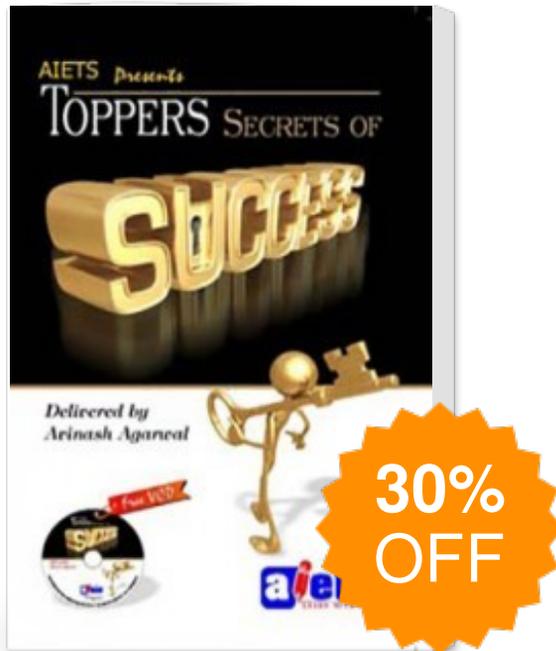
## **HOW TO USE THIS BOOK**

---

Read it as many times as possible. You are advised to read it at least once a month.

Focus on implementation. What ever you learn from this book try to implement it in your preparation.

# Toppers Secret of Success



Publisher : [Disha Publication](#)

ISBN : 9789381250327

Author : [Disha Publication](#)

Type the URL : <http://www.kopykitab.com/product/9043>



Get this eBook