

## Sample Informal Letter to Sister about Time Management for Exams

Dear Riya,

I hope this letter finds you in good health and high spirits. I heard your exams are around the corner, and I wanted to share some friendly advice on managing your time better during this hectic period.

First of all, please don't stress! I know exams can seem overwhelming, but with a proper plan, you can get through them smoothly. Try making a simple study timetable-just write down which subjects you'll revise each day and stick to it as much as possible. Mark the tough topics first, and leave easier ones for last so you don't get stuck anywhere.

Remember, setting small, realistic goals each day will motivate you more than trying to cover everything at once. Take short breaks after every hour so your mind stays fresh. Also, don't neglect your sleep-rest is just as important for your brain as studying! If you ever feel stuck or demotivated, call me, and we'll talk it out.

Most importantly, don't leave things for the last minute. Procrastination only adds to the pressure. By planning ahead, you'll feel more confident and relaxed. I believe in you, and I know you'll do great!

Take care and study smart. I'm always here if you need any help.

With lots of love,  
Your Sister