

How to use this planner

Use non-permanent or fine whiteboard marker only.

At the start of each term;

1. Fill in your School Timetable
2. On the Term Planner, write in examination weeks, public holidays and due dates for assessment tasks and assignments.
3. On the Daily Homework and Study Schedule, write in all your family and work commitments, and then determine when you will do your homework/study each week.
4. Set goals and objectives for the term and write them in the Goal and Study Record.

What is homework?

Homework includes these activities

- Activities set by your subject teacher
- Revising work covered that day
- Reading ahead in the text book
- Research and reading for an assessment task
- Working on an assessment task
- Reading a novel
- Studying for a test
- Creating a mind map of key information about a topic
- Making study notes to prepare for exams

There is no such thing as “no homework”

Tips for getting organised

1. Tidy your locker

Keep your locker tidy and it will be much easier to stay organised! Clean out your locker twice a term. Mark your clean-up dates on your planner.

2. Create a study space

You need

- your own desk which you should keep tidy
- a quiet place to study, away from distractions (computer, phone, TV)
- somewhere to place this student planner (eg on the wall in front of your desk)
- a comfortable chair with good back support
- a lamp or light that falls on your books and does not shine in your eyes
- a book shelf for resources

3. Write everything in your diary

Your College Diary is your best bet for staying organised. At the start of each week, write the names of all lessons for each day. Write your homework down clearly and neatly after each lesson. When you receive assignments or assessment tasks, write the due dates in your diary.

How to prioritise

1. **Do the most important and urgent things first.** Look at your goals to make sure you are doing what is important.
2. **When is it due?** Organise your tasks according to when they are due.
3. **Split big tasks into smaller sections.** Complete them over a few sessions.
4. **Do hard things first.** Study those subjects you find difficult first, rather than leaving them until last.

How to set a study timetable

Step 1

List all the following activities

- Regular weekly activities (sports training, Saturday sporting fixtures, orchestra rehearsal, music lessons etc).
- Family evening meals.
- Travel to and from school, training etc.
- Specific TV shows you always watch (keep to a minimum).
- Any other items that are part of your weekly schedule.

Step 2

- Estimate the time you need for each activity and write it in.
- Write homework and study sessions on the planner. See the College Diary for times recommended for each level. Make sure you schedule homework and study at times when you know you are at your best, and don't stay up too late!
- Make sure you allow enough time for recreation and relaxation, and write this in.

De-stress

Relaxed learners are more effective and happier! When you are studying, take one minute each hour to de-stress your body.

Close your eyes

Relax your muscles

Take three slow, deep breaths

Open your eyes

How to set goals and objectives

Take some time to reflect on:

What are my dreams?

What do I want to experience at Lara Secondary College?

How can I grow as a person this year?

How can I achieve my personal best in each subject?

What do I want to achieve this year?

How do I achieve excellence?

How will I gain the respect of my peers?

What will improve my commitment to my education?

When you have reflected, make some notes. You may turn your dreams into goals or objectives.

Here are some examples of types of goals that might suit you. Choose your main goals, maybe one from each area to start:

Personal

Get to know at least 2 new students this term.

Academic

Improve my writing by practicing extended responses.

Revise units of work when I finish them.

Seek assistance from teachers when needed

Organisation

Write down my homework every lesson.

Pack my school bag the night before, to make sure I remember my equipment.

Clean my locker out twice a term.

Co-curricular

Improve my endurance and fitness this season.

Practice a musical instrument five times per week.

Try something new.

Service

Find somewhere outside my comfort zone where

I can do service for the school or community.



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