

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 Study and Co-curricular Timetable, write in all your family and work commitments and then determine when you will do your study each week.
4. Set goals for each term and write them in the Goal Chart section.

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 examinations.

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 light that shines on your textbooks and not 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 College 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 the due dates.
3. **Split big tasks into smaller sections.** Complete tasks 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 Saint Ignatius College?
How can I grow as a person this year?
What is my personal best in each subject?
What do I want to achieve?
How can I strive for ‘The Magis’?
How can I be a man/woman for others?*

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 friends this term.
Aim for a Certificate in Application / Attainment.

Academic

Improve my writing by practising extended responses.
Revise and summarise into notes any completed units of work.
Read more widely.

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.
Move up one team.

Keep up music practice.

Service

Find somewhere outside my comfort zone where I can do service for the school or others.
Volunteer for Fred's Van or other community service.

