

## School Timetable

Week A	Mon Day 1	Tue Day 2	Wed Day 3	Thu Day 4	Fri Day 5
Block 1					
Block 2					
Recess					
Block 3					
Block 4					
Lunch					
Block 5					
Block 6					
Week B	Mon Day 6	Tue Day 7	Wed Day 8	Thu Day 9	Fri Day 10
Block 1					
Block 2					
Recess					
Block 3					
Block 4					
Lunch					
Block 5					
Block 6					

## Daily Homework and Study Timetable

Time	Mon	Tue	Wed	Thu	Fri	Sat	Sun
						Morning	Morning
						Afternoon	Afternoon
						Evening	Evening



*St Clare's College*  
A Living Franciscan Community

# Student Planner

Use non-permanent or fine whiteboard marker **ONLY**  
See reverse side for advice & instruction

### Notes / Reminders

- 1
- 2
- 3
- 4

### Term Planner:

Week	Monday	Tuesday	Wednesday	Thursday	Friday	Weekend
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

## 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 due dates for assessment tasks and assignments; write in exam weeks; mark any public holidays etc
3. on the daily homework and study timetable, write in all your sporting and family commitments, and work out when you will do your homework/study each week.
4. each week, use the Notes/Reminders section to prioritise tasks. When you have finished tasks, cross them out or rub them out.

## What is homework?

Homework includes these activities

- Activities set by your subject teacher
- Research and reading for an assessment task
- Working on an assessment task
- Reading a novel

**There is no such thing as “no homework”**

## What is study?

Study includes these activities

- Revising work covered that day
- Reading ahead in the text book
- Studying for a test
- Creating a mind map of key information about a topic
- Making study notes to prepare for exams

## 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 or near 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 diary is your best tool 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. **Use the to-do list.** Write your tasks in order of priority on your to-do list.
4. **Split big tasks into smaller sections** and complete them over a few sessions.
5. **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 (Mass, orchestra rehearsal, music lessons, Saturday sporting fixtures, sports training etc.)
- Family evening meals
- Travel to and from school, training etc
- Specific tv shows you always watch – consider recording these for viewing in free time
- 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. 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.

## 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

*How can I grow as a person this year?*

*Did I achieve my personal best in each subject?*

*What do I want to achieve in the future?*

*How do I cope with setbacks?*

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

Attend Homework Centre once a week after school.

Improve my writing by practising extended responses.

Revise units of work when I finish them.

### 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

Join the debating or public speaking team.

Practice a musical instrument regularly.

Improve my endurance and fitness this season.

Try something new.

### Service

Find somewhere outside my comfort zone where I can do service for the school or community.



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