


Student Timetable					
Time	Mon	Tue	Wed	Thu	Fri



# Student Planner

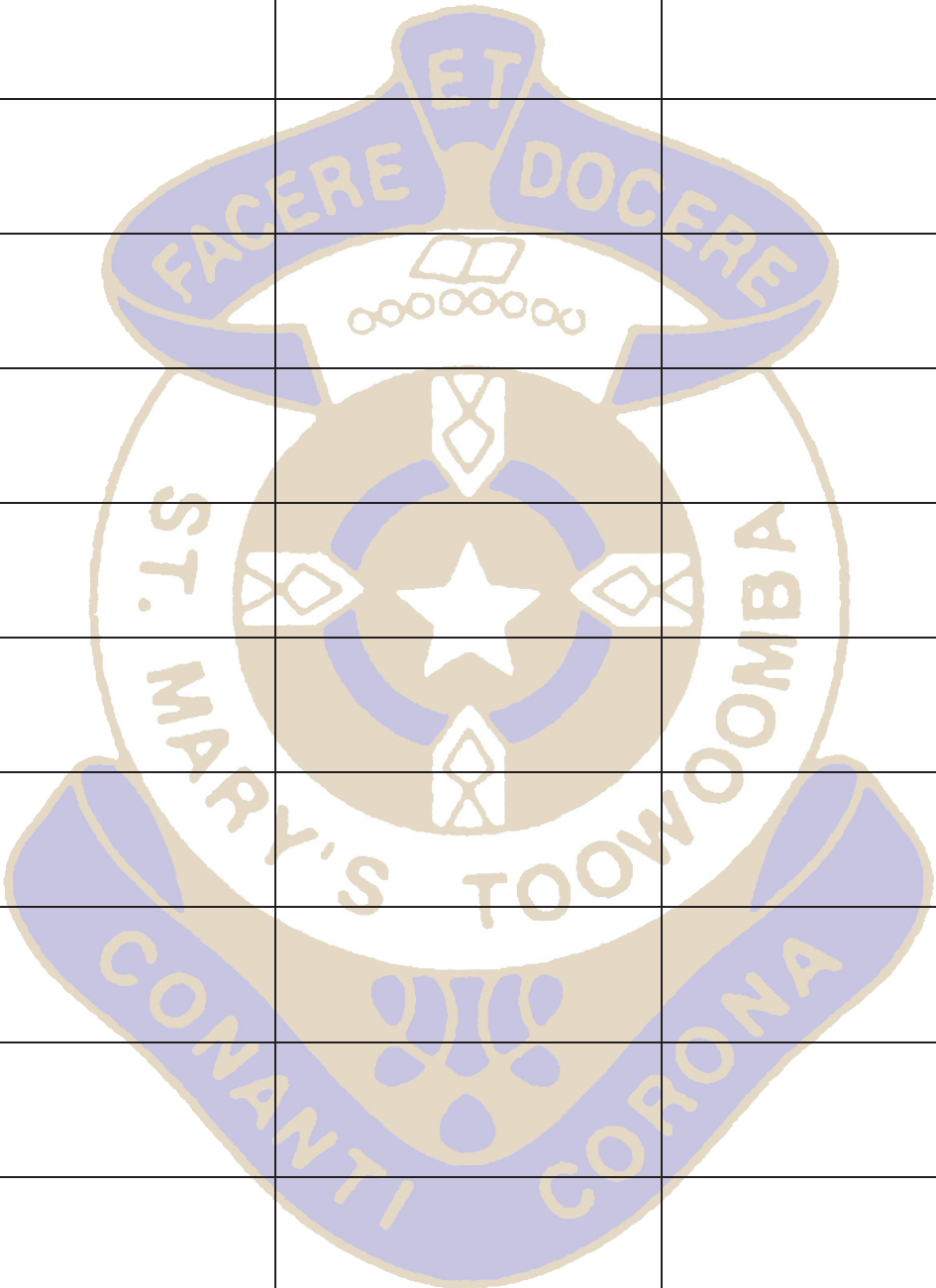
**Notes / Reminders / To-Do List**



Goal Chart			
Subject	Previous Results	My Aim	Strategies to help me achieve this?

Daily Learning and Study Routine							
Time	Mon	Tue	Wed	Thu	Fri	Sat	Sun
						Morning	Morning
						Afternoon	Afternoon
						Evening	Evening

Term <input type="checkbox"/> Planner							
Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday



Student Timetable					
Time	Mon	Tue	Wed	Thu	Fri
	Mentor	Mentor	Mentor	Mentor	Mentor
1	English	Religion	PE	Maths	Religion
2	Maths	Japanese	Religion	English	Japanese
3	History	English	Japanese	History	PE
4	Science	Maths	Sport	Assembly	History
5	PE	History	Sport	Science	Maths



**Notes / Reminders / To-Do List**

Don't Forget maths tutoring Tuesday - Library  
Soccer trials - Friday  
Money for History excursion

Goal Chart			
Subject	Previous Results	My Aim	Strategies to help me achieve this?
Maths	B	B+	Focus and show more workings
English	A	A+	Draft essays in advance
History	C	C+	Better timeline and notes
Religion	B-	B+	Proof read assignments carefully
Japanese	B	B	Flash cards
Science	B-	B	Write up pracs with more details
PE	C	B	Bring all sports equipment

Daily Learning and Study Routine							
Time	Mon	Tue	Wed	Thu	Fri	Sat	Sun
						Morning	Morning
		SRC Meeting					
						Afternoon	Afternoon
	Soccer	Debating Meeting	Tutoring				
				WORK			
	Science Ass.	History Ass.	Japanese Oral	WORK	FREE	Evening	Evening

Term Planner							
Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	Holiday					Bye	
2		History Timeline				Soccer	
3	Japanese Oral			Maths investigation		Soccer	Maths Challenge
4			Chemistry prac			Soccer	
5		School Photos			Chemistry Assignment	Bye	
6	Maths test		School Mass			Soccer	
7				PE Prac		Soccer	Debating Competition
8	Religion Assignment		English Book due			Soccer	
9						Finals	
10							

Conanti Corona

We recommend Lumocolor non-permanent pens

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See reverse side for advice & instruction

## 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 College Diary

Your 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 Set a Study Timetable

### Step 1

List all the following activities

- Regular weekly activities (sports training, music lessons, etc)
- Family evening meals
- Travel to and from school, training etc
- Specific television 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:

*What do I want to experience at St Mary's College?*

*How can I turn goals or objectives into reality?*

*What is my personal best in each subject?*

*What do I want to achieve?*

*How do I cope with setbacks?*

*How can I apply the St Mary's College motto to my life?*

*What can I dare to do this year?*

When you have reflected, make some notes.

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 two new students this term.

### Academic

Improve my writing by practising 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 St Mary's College or community.



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## How to Use The St. Mary's College Planner

Use non-permanent or fine whiteboard marker only.

At the start of each term:

1. Fill in your St Mary's College Planner 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 Learning and Study Timetable, write in all your sporting and family commitments, and work out when you will do your homework/study each week.
4. Set goals and objectives for the term and write them in the box; list one key strategy for each goal.
5. Each week, use the To Do List 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
- 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".**

## Ideas on 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.