



My Study Planner: _____

Contacts

Pastoral Care Teacher: _____

Email: _____

Notes / Reminders

My Academic / Life Goals

Subject/Personal	My Aim/Goal	Strategy	Time									

My School Timetable

Week A	Monday	Tuesday	Wednesday	Thursday	Friday	Week B	Monday	Tuesday	Wednesday	Thursday	Friday
Before School						Before School					
PC						PC					
1						1					
2						2					
3						3					
4						4					
5						5					
6						6					
PC						PC					
After School						After School					

My Daily Homework and Study Timetable

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

My Term Planner: Assessment, School and Personal Commitments

Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							

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My Study Planner: John Smith

Contacts	
Pastoral Care Teacher:	<u>Mr. J. Bloggs</u>
Email:	<u>jblogg@bne.catholic.edu.au</u>
Notes / Reminders	
<i>Swimming carnival week 3</i>	
<i>House day week 2</i>	

My Academic / Life Goals			
Subject/Personal	My Aim/Goal	Strategy	Time
SOR	C+	See teacher re exam	✓✓✓✓✓✓✓✓✓✓
Maths A	B	Study for test 2 weeks	✓✓✓✓✓✓✓✓✓✓
Cert IV	Competent	Be organised	✓✓✓✓✓✓✓✓✓✓
English	B	read more widely	✓✓✓✓✓✓✓✓✓✓
History	A-	go to tutorials	✓✓✓✓✓✓✓✓✓✓
Biology	B+	see teacher re assignment	✓✓✓✓✓✓✓✓✓✓

My School Timetable											
Week A	Monday	Tuesday	Wednesday	Thursday	Friday	Week B	Monday	Tuesday	Wednesday	Thursday	Friday
Before School						Before School					
PC	GOI	GOI	GOI	GOI	GOI	PC	GOI	GOI	GOI	GOI	GOI
1	History	English	History	English	History	1	History	English	History	English	History
2	History	English	FLEXIBLE LEARNING DAY	History	English	2	History	English	FLEXIBLE LEARNING DAY	History	English
3	Math	Bio		Math	Bio	3	Math	Bio		Math	Bio
4	Math	Bio	Math	Bio	4	Math	Bio	Math	Bio	5	Cert IV
5	Cert IV	SOR	Cert IV	SOR	5	Cert IV	SOR	Cert IV	SOR	6	Cert IV
6	Cert IV	SOR	Cert IV	SOR	6	Cert IV	SOR	Cert IV	SOR	7	Cert IV
PC	GOI	GOI	GOI	GOI	GOI	PC	GOI	GOI	GOI	GOI	GOI
After School						After School					

My Daily Homework and Study Timetable							
Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
430	Weekly plan	Math	History	English	Cert IV	AM	AM
500	Bio	Math	History	English	Cert IV		
530	Math	Math	Math	Cert IV	Cert IV	H	Church
600	FAMILY AND MEAL TIME					O	
700	English	Watch TV	Biology	English	SOR	C	
730	English	Watch TV	Biology	English	Watch TV	K	PM
800	History	English	SOR	Math	Watch TV	E	History
830	History	English	SOR	Math	Watch TV	Y	SOR
900	Cert IV	English	History	Math	Read		Bio
930	READING	THEN	SLEEP		Read		Math

My Term 1 Planner: Assessment, School and Personal Commitments							
Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1.	Commence T.1	Hockey Training	RCS Prac	Hockey Training			
2.		Study	Study			Hockey	Church
3.	SOR Assign		Study	Cert IV Prac	English Essay		
4.			Pastoral Care			1030	700am
5.		English Oral	Study	History Essay		till	
6.	History Test		RCS Prac			2pm	Family
7.			Study	Maths Test			
8.	Biology Ass.		Study				Study
9.		SOR Test	RCS				
10.			Study	Exam			
11			Study	Exam	Exam		

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We recommend Lumocolor non-permanent pens

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See reverse side for advice & instruction

How to Set a Study Timetable

Step 1

- 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.

How to Set Goals and Objectives

Take some time to reflect:

What do I want to experience at Unity 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 my College motto to my life?

Which attributes do I need to particularly focus upon?

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.

Practise 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.

How to Use the Unity College 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. 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 student homework planner or 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
- Revising work covered that day
- Reading ahead in the text book
- Research and reading for an assessment task
- Working on an assessment task

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 task according to when they are due.
3. Create a To Do list. Write your tasks in order of priority on your To Do list.
4. Start assignments as soon as you receive them.

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 student diary

- At the start of each week, fill in all of your lessons for each day.
- Chunk your assignments into smaller segments and set deadlines.
- Start assignments as soon as you receive them.
- Reward yourself once you have achieved your goals.

Study Tips

1. Relax before you begin to study. Close your eyes, relax your muscles, take a few deep breaths and then open your eyes. You study more effectively when you are relaxed.
2. Study with a pen and paper. Just reading your notes is not study.
3. Create a study plan prior to assessment and exam periods to help you organise your study.
4. Find out what is being covered in the assessment/exam and ensure that these aspects are covered in your study.
5. Focus upon the aspects that you don't know.
6. Apply the study techniques that work for you eg mind mapping, venn diagrams, mnemonics, acrostic poems, cue cards, study posters etc
7. Study for a maximum of one hour on a subject.
8. Avoid studying similar subjects one after the other. Eg Maths and Physics.
9. Take a break of about 10-30 minutes between subjects to allow your mind to process the details. Avoid reading, watching tv, texting during this time.
10. Go regularly over your class notes.
11. Use bright colours to highlight facts in your notes.
12. Make images in your notes to help you remember your facts.
13. Study the most important facts at the beginning and end of each subject study session.
14. session.
15. Teach someone else about what you are studying.

