



CANBERRA GIRLS  
GRAMMAR SCHOOL

# Student Planner

General School Phone Number: 6202 6400  
Absentee Phone Number: 6202 6400  
Absentee Email Address: reception@cggs.act.edu.au  
School Web Site: www.cggs.act.edu.au

Notes / Reminders

My Goals				
Personal	Academic	Co-curricular	Service	Organisation

My School Timetable										
	Day 1 - Mon	Day 2 - Tue	Day 3 - Wed	Day 4 - Thu	Day 5 - Fri	Day 6 - Mon	Day 7 - Tue	Day 8 - Wed	Day 9 - Thu	Day 10 - Fri
1										
2										
3										
4										
5										
6										

My Daily Homework and Study Timetable								
Time	Monday	Tuesday	Wednesday	Thursday	Friday	Time	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							

Be curious.

Anything is possible

Be creative.



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My Goals

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My School Timetable

	Day 1 - Mon	Day 2 - Tue	Day 3 - Wed	Day 4 - Thu	Day 5 - Fri	Day 6 - Mon	Day 7 - Tue	Day 8 - Wed	Day 9 - Thu	Day 10 - Fri
1	Chemistry	Chemistry	Maths	History	Business	English	Japanese	Chemistry	Study	Maths
2	Japanese	Japanese	Business	Business	History	Business	History	English	Chemistry	Japanese
3	History	History	History	Maths	Chemistry	History	Maths	Japanese	Business	English
4	History	Maths	History	Maths	Chemistry	Chemistry	English	Business	Maths	History
5	Business	English	English	English	Japanese	Maths	Chemistry	History	Japanese	Business
6	Art	Art	Art	Art	Art	Art	Art	Art	Art	Art

My Daily Homework and Study Timetable

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Time	Saturday	Sunday
Morning	English H/w	Japanese H/w	Chemistry H/w	Maths H/w	Free	Morning	Sport	Free
Afternoon	Maths H/w	Japanese H/w	History H/w	Maths H/w	Free	Afternoon	Sport	Free
Afternoon	Break	Break	Break	Break	Free	Afternoon	Sport	Free
Evening	Chemistry H/w	Maths H/w	Business H/w	Chemistry H/w	Free	Evening	Free	Free
6:30-7:00	Dinner	Dinner	Dinner	Dinner	Free	6:30-7:00	Dinner	Dinner
7:00-8:00	Chemistry H/w	English H/w	Maths H/w	English H/w	Free	7:00-8:00	Business Assign..	Maths Study
8:00-8:30	Business Assign..	History Assign..	Maths H/w	English H/w	Free	8:00-8:30	Business Assign..	English Assign..
8:30-9:00	Break	History Assign..	Break	Break	Free	8:30-9:00	Break	Break
9:00-9:30	Business Assign..	Break	Japanese Assign..	Japanese Assign..	Free	9:00-9:30	English H/w	English Assign..
9:30-10:00	Free	Chemistry Study	Japanese Assign..	Chemistry Assign.	Free	9:30-10:00	English H/w	Japanese Study

My Term 1 Planner: Assessment, School and Personal Commitments

Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	Holiday				Japanese Verbal	Bye	
2		History Timeline	English Essay		Chemistry Assign..	Tennis	Maths Exam
3	Japanese Letter			Maths Investigation		Tennis	
4	Business Assign..		Chemistry Free		Chemistry Assign..	Tennis	Debating Comp.
5		School Photos				Tennis	
6	Maths Test			History Docs.		Tennis	Bus. Meeting
7	English Quiz	Japanese Test	Business Plan			Tennis	
8			Sports Carnival		English Review	Bye	
9	English Test	Maths Assign..		Chemistry Test		Tennis	History Research
10		Business Report	History Essay		Holiday	Japanese Dinner	
Be curious.		Anything is possible				Be creative.	

We recommend  Lumocolor non-permanent pens

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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 Student 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 (e.g. on the fridge in the kitchen).
- 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.

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 Student Planner. Ensure you schedule homework and study at times you know you're 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 Use the Canberra Girls Grammar Planner

Use non-permanent or fine whiteboard marker only.

At the start of each term:

1. Fill in your My School Timetable.

2. On the My Term Planner, write in due dates for assessment tasks and assignments; write in exam weeks; mark any public holidays, etc.

3. On the My 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 My Academic / Life Goals box; list one key strategy for each goal.

5. Each week, use the My Daily Homework and Study Timetable 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.

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. Create a 'To Do' list in the Notes / Reminders box with tasks in order of priority.

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 Goals and Objectives

Take some time to reflect:

What do I want to experience at Canberra Girls Grammar?

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 / values 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 all 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 help and do service for the College or community.

Canberra Girls Grammar  
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