

My School Timetable					
Period	Monday 1	Tuesday 1	Wednesday 1	Thursday 1	Friday 1
1					
2					
3					
4					
5					
6					
Period	Monday 2	Tuesday 2	Wednesday 2	Thursday 2	Friday 2
1					
2					
3					
4					
5					
6					



Delany College

Student Planner

General Phone: 9637 7788
Fax Number: 9637 8819
School Email: delany@parra.catholic.edu.au
School Website: www.delany.nsw.edu.au

Notes / Reminders

Homeroom Teacher: _____

Stage Coordinator: _____

To Do List

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

My Daily Homework, Study and Extra Curricular Timetable							
Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Term Planner: <div></div>							
Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							

Love, Serve, Hope

How to use the Delany College Planner

Use non-permanent or fine whiteboard marker only.

At the start of each term:

- 1. Fill in your *My Student 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 *My Daily Homework, Study and Extra Curricular 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 *Goal Chart* box; list one key strategy for each goal.
- 5. Each week, use the *My Daily Homework, Study and Extra Curricular Timetable* or **Notes / Reminders** section to prioritise tasks. When you have finished tasks, cross them out or rub them out.

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, e.g. Mind Mapping, Venn Diagrams, mnemonics, acrostic poems, cue cards, flash cards, study posters, etc.
- 7. Study for a maximum of one hour on a subject.
- 8. Avoid studying similar subjects one after the other, e.g. 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 your remember your facts.
- 13. Study the most important facts at the beginning and end of each subject study session.
- 14. Teach someone else about what you are studying.

My School Timetable					
Period	Monday 1	Tuesday 1	Wednesday 1	Thursday 1	Friday 1
1	Maths	Economics	Chemistry	Japanese	Economics
2	Chemistry	Study	Maths	History	English
3	Japanese	Chemistry	Business	Business	Business
4	History	Japanese	History	Maths	History
5	Business	Maths	PE	English	Chemistry
6	Music	English	PE	Economics	Japanese
Period	Monday 2	Tuesday 2	Wednesday 2	Thursday 2	Friday 2
1	Study	Economics	Chemistry	Study	Maths
2	English	Japanese	English	Chemistry	Japanese
3	Business	History	Japanese	Business	English
4	History	Maths	Business	Maths	History
5	Chemistry	English	PE	Japanese	Business
6	Maths	Chemistry	PE	History	Economics



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Stage Coordinator: _____

To Do List

1. Permission form for Debating Team
2. Money for Japanese Dinner
3. Have the strings in my tennis racquet redone
4. Ring team members of the Maths Team to organise venue

My Daily Homework, Study and Extra Curricular Timetable							
Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
4.15pm-4.45pm	English H/W	Japanese H/W	Chemistry H/W	Maths H/W	Free	AM Sport	AM Free
4.45pm-5.15pm	Maths H/W	Japanese H/W	History H/W	Maths H/W	Free	Sport	Free
5.15pm-5.30pm	Break	Break	Break	Break	Break	Sport	Free
5.30pm-6.00pm	Chemistry H/W	Maths H/W	Business H/W	Chemistry H/W	Free PM	Free PM	Business Study
6.00pm-6.30pm	Chemistry H/W	English H/W	Maths H/W	English H/W	Free	Free	Maths Study
6.30pm-7.00pm	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner
7.00pm-7.30pm	Business Assignment	History Assignment	Japanese Assignment	Japanese Assignment	Free	Business	English Assignment
7.30pm-8.00pm	Business Assignment	History Assignment	Japanese Assignment	Chemistry Assignment	Free	English H/W	Maths Assignment
8.00pm-8.15pm	Free	Free	Free	Free	Free	Free	Free
8.15pm-8.45pm	Japanese Study	Chemistry Study	English Study	History Study	EVENING Free	EVENING Free	Free

Term Planner: 4							
Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	Holiday				Japanese Verbal	Bye	
2		History Timeline	English Essay		Chemistry Ass	Tennis	Maths Team Meet
3	Japanese Letter			Maths Investigation		Tennis	
4	Bus Assignment	Chemistry Prac	Chemistry Write Up	Tennis	Debating Competition	Tennis	
5		School Photos				Tennis	
6	Maths Test			History Documents		Tennis	Bus Group Meeting
7	English Quiz Day	Japanese Test	Business Plan			Bye	
8			Aths Carnival		English Book Review	Tennis	
9	English Talk	Maths Assig		Chemistry Test		Japanese Dinner	History Research
10		Bus Report	History Essay				
11	Holidays	Holidays	Holidays	Holidays	Holidays	Holidays	Holidays

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.

Tips to Help Avoid Procrastination

- Set a deadline for each task - tasks without deadlines can be put off indefinitely.
- Set rewards for completing tasks - ensure the rewards match the level of difficulty.
- Ask someone to check occasionally that you are staying on task.
- Technology can be a major distraction for students and the cause of much procrastination. Place all items of distraction away when attempting tasks that can be challenging.
- Tackle the more difficult tasks first, when you have the most motivation and energy.

Ideas on How to Prioritise

- 1. Look at your goals and do the most important and urgent things first.
- 2. 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. Start assignments as soon as you receive them.

What is Homework?

Homework includes these activities:

- Activities set by your subject teacher.
- Revising work covered that day.
- Reading ahead in the text book.
- Working on an assessment task.
- Research and reading for an assessment task.

There is no such thing as 'no homework'

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. 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 **Delany 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 / 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.



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