

Student Timetable						
Period	Monday	Tuesday	Wednesday	Thursday	Friday	
1						Week A
2						
3						
4						
5						
6						
7						
8						
1						Week B
2						
3						
4						
5						
6						
7						
8						



West Moreton
Anglican College
Ipswich Queensland

Student Planner

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

Notes / Reminders

Study Record																
Subject		Time							Subject		Time					

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

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

EXPLAINING THE STUDENT WALL PLANNER

WHY USE A STUDENT WALL PLANNER?

Successful students are students who are typically well organised and manage their time in a very effective manner. Successful students give their study a high priority and organise themselves so that they can keep all their activities in a steady balance.

Question: What are the major problems encountered by most secondary school students before they become successful?

Answer: Developing time management skills and sound study organisation

The Student Wall Planner provides a valuable organisational base so you can achieve the results of which you are truly capable.

Because the life of a high-school student is a busy one, the Student Wall Planner has been developed by experienced teachers to give students a useful tool to develop their time management skills and plan their study to achieve rewarding results.

Many parents and teachers experience the frustration of helping children organise their time in a mature manner to enable them to keep study, leisure and other activities in balance. Teachers 'know' students achieve better results if they are more organised with their time and give study the appropriate priority. Learning good time management is also an essential skill to develop beyond secondary and into tertiary studies or working life.

The Student Wall Planner is set out in such a way that the student develops an overall picture of the way they spend their time with study. The Student Wall Planner also encourages the student to set goals and record the amount of time that they devote to genuine study on their subjects.

Because the Student Planner is best displayed on the wall at home, it gives parents the opportunity to assist their child develop organisation skills. There is no doubt that a school diary serves a very practical purpose but many students seem unable to maintain a diary as a standard that keeps it useful for an entire year without parents constantly checking the diary (and, let's face it, how many parents check the diary of their 15, 16, 17 year old child?). The Student Wall Planner is a more convenient means to check and it allows parents to offer their child advice for ways to improve their time management.

Another important feature of the planner is that it is ***Laminated***. This allows the Student Wall Planner to be written on with a non-permanent felt marker like the 'over-head' projector pen. All information written on the Student Wal Planner can be wiped clean and changed as desired. The Student Wall Planner can be re-used continuously throughout high school.

The study of school work is a very important activity of which students are constantly reminded. The key to successful study is good organisation beforehand. The various features of the Student Wall Planner are hereby explained and some advice on how students can increase their time management skills and improve their study habits is also offered.

1 SCHOOL TIMETABLE

This is where you write in your school timetable for easy access at home. If you do not have classes for all the spaces provided, you can use the remaining spaces for extra activities such as sport training, drama club, choir, science club etc.

2 DAILY HOMEWORK AND STUDY TIMETABLE

A Daily Homework and Study Timetable is a vital organisational tool for any student who is serious about achieving good results with their school work. Study left until the night before the examination nearlyalways results in a performance well below your true capabilities mainly because of the increased pressure that you bring upon yourself. A good Daily Homework and Study Timetable displays a balance between the various school subjects you undertake as well as other activities likely to be encountered during any term. A well planned timetable also shows a regular routine where possible so that your mind and body come to expect a certain type of pattern. The amount of time spent on homework and study will vary depending on your age. You can enter your own time schedule into the left hand column. It is best to ask your teachers to explain what they believe is a fair amount of time for you to allocate to homework and study each week and for each subject you take consider your age and ability.

BALANCE HOMEWORK, STUDY AND LEISURE. It is important to set aside leisure time, time for assignment work, homework, study and time for reading. No doubt that you will want time to watch TV or play your favourite computer games, but these are only some activities among so many that you have to keep in balance.

3 THE GOAL CHART

Successful people set goals for themselves. The goal chart is a place where you can list your subjects and the previous results (grades, % or outcome levels) achieved in them. These should be looked at as a constant reminder that there is always some room for improvement. Now think about the results (grade, % or outcome level) you want to aim for in this term / semester. If you are capable of a better performance then write in some realistic results you wish to achieve in each subject. Your goal should be to do better each time unless your results are perfect. Set your goals so that you make your improvements in steps and not one unrealistic jump. The difference between a 'B' and a 'C' (or an improved grade or outcome level) in some of your subjects is likely to be a case of being a little more organised and having spent some time with your teacher to investigate clear strategies to make improvements with your next assessment. If unsure of the type of goals to set then your teachers and parents are the people to ask.

4 TERM PLANNER

The Term Planner is a key tool to keep yourself aware of time management as your assessments approach. The term planner is where you write down all the important assessment dates for the term. Examinations, assignments, excursions, orals, projects, rehearsals etc. are the sort of events that can be organised in this section. After you fill in the dates of the various weeks of the term, this gives you a sound overview of what is coming up each week and should help you avoid the last minute panic that normally occurs when you discover that you have a major project due in three days and there are also another 101 things to do! The Student Wall Planner is **not** the place to write in social events or birthdays as this practice may unnecessarily clutter up the section. When the current term is over simply wipe the information clear and begin to fill in next term's assessment items.

5 STUDY RECORD

Like a log book for recording travel of a car, the study record is a space where you record the amount of overall time spent on genuine study for each subject. Many students find this sort of progress check encouraging as they see themselves accumulate more time with each subject as the term or semester goes by. Each box can represent 1 hour or 30 minutes of study and the boxes can be ticked/crossed as the time builds week to week and month to month. It is also an excellent place for parents to quickly view how much study (not necessarily homework) is being done. You need to be honest with yourself or you are wasting your time.

6 NOTES / REMINDERS

For this is a section note down all those things that you have to remember for the short term: whatever other important jobs or urgent matters that you have coming up. It is also a place to perhaps record anything else you don't want to forget such as the dates of important school functions, web addresses or phone numbers.

HOW TO FILL OUT THE DAILY HOMEWORK & STUDY TIMETABLE

- First write in all your regular commitments such as sports training, music lessons, part-time work, other interests and activities. The time schedule you use depends on you and the times at which you decide to do your homework and study.
- List your subjects on a separate piece of paper and decide how much time you are going to allocate to each subject in a week. Obviously a Year 7 student will not set the same amount of time that a Year 12 student might. If unsure about this then see your teachers at school. It is also wise to include extra amounts of time for doing assignments and projects.
- Split the amount of time for each subject into a number of sessions that can be spread throughout the week with a realistic balance eg. Two hours for Mathematics for a Year 10 student could be split into four 30 minute sessions which may be set for Monday evening, Tuesday evening, Thursday evening and Sunday afternoon. Do not give the smallest amount of time to the hardest subjects and the longest amount of time to the easiest subjects. It is also wise to attempt the more difficult subjects first on some days as this helps you confront the harder work when you are still fresh. Leaving the tough work until the end makes it tempting to defer or not give that work the commitment that it really requires.
- Next take a close look at the total amount of time you have allocated to study for each day of the week. Some adjustments may be necessary when you stand back to see the overall picture.
- Finally invite 'significant others' to look at your Daily Homework and Study Timetable and ask them for some constructive criticism about your organisational efforts. These 'others' can be parents, other adults, older brother/sisters or trusted appropriate friends. Changing your plan several times is not necessarily a bad thing either. **To change your mind and refine your plan is a sign that you are learning how to plan more effectively.**

SMART GOALS

To get started you must have a destination.....in other words success in life requires us to have a vision of what we want our life to look like. Similarly, you must have a vision of what it means for you to succeed at school. Goal setting is a way of making those visions a reality.

Goal setting in broad terms is the process of deciding on something you want, planning how to get it, and then working towards the objective. Goal setting is not wishing or dreaming. It is something that is progressively worked towards. Goal setting is a process; it is not something that decided on a whim.

Your goals should be SMART.....

Smart
Measurable
Attainable
Relevant
Time bound

For example: ***"I will try harder"*** is **NOT** a SMART goal.

However, ***"I will improve my grade in Geography from a B- overall to a B by the end of this Semester"*** is a SMART goal because it exhibits all 5 of the criteria in the diagram above.

- It is very **SPECIFIC** in terms of the language used (there is no vagueness!)
- It can be **MEASURED** (did you achieve a B overall or not at the end of the semester?)
- It is most definitely **ATTAINABLE** (trying to raise an overall grade from a B- to an A+ in a semester probably would not be!)
- It is most definitely **RELEVANT** (you are at school after all to get the best education you can so you create many opportunities for yourself when you finish school!)
- It is **TIME BOUND** (there is a realistic target date included)

It is strongly suggested that you set yourself short, medium and long term SMART goals for each of your subjects.

USEFUL RESOURCES

Practical:

<https://studentconnect.qsa.qld.edu.au/>

<http://www.qtac.edu.au/>

http://www.wmac.com.au/index.php?option=com_content&view=article&id=367&Itemid=254

<http://www.qsa.qld.edu.au/587.html>

<http://au.reachout.com/How-to-Study>

Mental Health:

<http://au.reachout.com/>

<http://www.beyondblue.org.au/resources/for-me/young-people>

<http://www.youthbeyondblue.com/>

<http://www.kidshelp.com.au/>

<http://www.headspace.org.au/>

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