



## Tips for Getting Organised

- 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.
- 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)
  - print a copy of your Digital Planner and place on your desk for continuous reference
  - 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
- 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 Goals and Objectives

Take some time to reflect:

- What do I want to experience at school this term?*
- 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 school 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 home learning 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 and/or sports training a number of 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 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 and outside school commitments.
- 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.

## How to Use Your Digital Planner

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 Home Learning and Study Routine, write in all your sporting and family commitments, and work out when you will do your home learning/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 Digital Planner or notes/reminders section to prioritise tasks. When you have finished tasks, remove them.

## What is Home Learning?

Home learning includes all 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 home learning".**

## 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. Chunk your assignments into smaller segments and set deadlines.
5. Start assignments as soon as you receive them.
6. Do hard things first. Study those subjects you find difficult first, rather than leaving them until last.
7. 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 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.

## Homework, Assignments and Study What can I do?

### Suggested time per night:

- Year 7:** 45 mins
- Year 8:** 60 mins
- Year 9:** 1 hour to 1 hour 30 mins
- Year 10:** 2 hours
- Year 11:** 2 hours 30 mins
- Year 12:** 3 hours

