

Student Timetable

	Mon	Tues	Wed	Thurs	Fri
1					
2					
Break					
3					
Break					
4					



Student Planner

Student Name: _____

Kedron Senior High School
 34 Park Rd, Woolloowin, Qld, 4030
 Reception: 3630 3333
 College website: <https://kedronshs.eq.edu.au>

My 3 Major Goals This Term

1. _____
2. _____
3. _____

My Daily Home 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.							

How to Use Your 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 Planner or notes/reminders section to prioritise tasks. When you have finished tasks, remove them.

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.

What is Home Study?

Home Study is Homework plus Study

- Activities set by your teacher
- Working on assignments
- Completing set problems
- Doing set research

- Active learning
- Making summary notes
- Actively reviewing recent work
- Preparing for tests and examinations
- Making Mind Maps™, charts or tables
- Reviewing previous topics
- Attempting past test questions

**There is no such thing as
'NO HOMEWORK'**

Study Tips

1. Study with a pen and paper. Just reading your notes is not study.
2. Find out what is being covered in the assessment/exam and ensure that these aspects are covered in your study.
3. Focus upon the aspects that you don't know.
4. Apply the study techniques that work for you eg mind mapping, venn diagrams, mnemonics, acrostic poems, cue cards, study posters etc.
5. Study for a maximum of one hour on a subject.
6. Avoid studying similar subjects one after the other. Eg Maths and Physics.
7. 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.
8. Regularly go over your class notes.
9. Use bright colours to highlight facts in your notes.
10. Make images in your notes to help you remember your facts.
11. Study the most important facts at the beginning and end of each subject study session.
12. Teach someone else about what you are studying.

Setting Goals - Ask Yourself

- *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.*

**Specific
Measureable
Achievable
Realistic
Timely**

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.

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)
 - print a copy of your 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
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.

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

Homework, Assignments and Study What can I do?

Suggested time per night:

Years 7 - 9 : 70 - 90 minutes each weeknight

Years 10 - 12: 100 - 120 minutes each week night

