Tips on Organising your Time

✓ Use a wall planner or calendar
✓ Make a weekly Schedule
✓ Schedule study when you work best (are you a morning or an evening person?)
✓ Build breaks and relaxation time into your daily and weekly schedule

More Tips . . .

✓ Be flexible – if you miss a study session, reschedule it!
✓ Have a routine for study and adapt it when exams and assessments are coming up (eg more study time and less social time for a week or so)
✓ Ask for help if you need it – let your teacher know if you’re struggling to find enough time for study; ask questions so problems don’t hold you up
✓ Put your Goals somewhere you will see them – use them as your motivators!