

Organisation Checklist

So you know you need to get organised, and quickly, but where do you start? It's all such a mess! 😞 Follow our checklist below and make up your own Organisation Action Plan ! 😊 😊 An organised student is a happy and achieving student! 😊 😊 😊

First things first...Are you aware of your distractions?

What are your favourite excuses for putting off getting started on school work?)E.g. I'll just check my Facebook before I begin!...)

1. _____

2. _____

3. _____

What are your weak points for getting distracted? (E.g. answering the phone, making a cup of tea)

1. _____

2. _____

| Aspect of Organisation | |
|---------------------------------|---|
| Study Tools | What do you need? This could be things like A4 lined paper, dividers, a new folder, dictionaries, calculator, textbooks, highlighters |
| Study Space | Where will you work? It needs good lighting, lots of space, and it needs to be away from distractions. When will you work? Some of us are morning people, others are not. Are you aware of when you work best? |
| Looking after you! | It is important that you take regular breaks; how are you going to ensure your breaks don't get out of hand and that five minutes break checking your Facebook doesn't become an hour?! Do you make sure you exercise regularly and have interests outside of school? |
| Time Management | Are your weeks chaotic? Try keeping a diary or put a timetable on your wall to keep you organised. If you have time built into your week for homework and revision, you will feel much less stressed |
| Understand your subjects | You might have a lot to learn but are you ready to learn? Do you have Learning Objectives or Syllabuses for all your subjects? Are they kept with your subject notes? Are they in order? Have you got past papers you can use to help you prepare? |
| Study Skills | You will have class tests regularly throughout year 11. How are you going to revise? Mind mapping? Making notes? Clue Cards? Working through past paper questions? |
| Study Support | There are many people around you who are keen to see you succeed. Use them to your advantage! Parents, friends and teachers are all there to help; plan revision time with friends or arrange to go and see a teacher whose subject you're struggling with. It will make a huge difference! |
| Envisage your success | Sometimes, it can be hard to find the motivation to study. You're tired and fed up, and the homework is piling on. To help motivate yourself, think about your long-term success. What do you want to do when you leave school? Where do you want to be in ten years' time? Finding that extra motivation can be as simple as printing off a picture of the university you'd like to go to, or that sports car you want to own! |