

GETTING ORGANISED

The beginning of the school year is a good time to start practicing some good organisational skills. If you start the year off organised, it is much easier to maintain. Using your Student Handbook is the key to remaining organised. In addition to this, it is important to organise your time with a study timetable. Some tips are listed below to help you design a study timetable, create a good study environment, use your Student Handbook effectively and manage your time well.

Study Timetable

One of the most effective ways to get organised is to use a study timetable. The following are some tips to make your timetable more effective:

- Include **times** for sport, chores, meals, study/homework
- Use **different colours** for different activities
- Put the timetable somewhere you can always **see** it
- You may need a **new** planner each week as activities change
- **Cross off** the 'to do' items as you complete them
- Use your **Student Handbook** to write down homework and assignments

Environment

Ensure that your environment is conducive to study. Keep the following in mind:

- Try to have your own space for study
- Keep it neat and tidy
- Organise your books and worksheets
- Either have one file for every subject and use file dividers or have a separate file for every subject
- Use colour coding so you can find books in your locker easily