

ORGANISING YOUR STUDIES

Write down your tasks within this grid.
First do the things that are both urgent
AND important!

	Important	Unimportant
Urgent	- Science homework due tomorrow	- Tidy bedroom
Not urgent	- Revise Physics equations	- Playstation

Step 2 – Make timetable

- 1. Draw up or find a basic timetable.** The timetable should be a chart consisting of the variables "date," "time," and "subject."

Everyone makes charts differently, so make whichever kind is easiest for you.

STUDY TIMETABLE - WEEK _____

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
P1							
P2							
P3							
P4							
P5							
P6							
After school							
Evening							

	AMon	ATue	AWed	AThu	AFri	Sat	Sun
1	11l/Ma3 Ma AT 311	11l/Sc2 Sc HC 405	11A/Pg1Pg STA PE cla	11l/En3 En SC 304	11B/Cs1Cs NK 306	Morn	Morn
2	11l/Fr1 Fr DG 402	11l/Ma3 Ma AT 311	11A/Pg1Pg STA PE cla	11l/En3 En SC 304	11B/Cs1Cs NK 306		
3	11l/En3 En SC 304	11l/En3 En SC 304	11l/Sc2 Sc HC 405	11l/Re2 Re MOW 211	11l/Gg1 Gg GB 105		
4	11B/Cs1Cs NK 306	11l/En3 En SC 304	11l/Fr1 Fr DG 402	11l/Ma3 Ma AT 311	11l/Gg1 Gg GB 105	After	After
5	11l/Ma3 Ma AT 311	11l/Gg1 Gg GB 105	11l/Re2 Re MOW 211	11jl/Pe1 Pe STA	11A/Pg1Pg STA 711		
6	11l/Re2 Re MOW 211	11l/Sc2 Sc JRE 411	11l/Fr1 Fr DG 402	11jl/Pe1 Pe STA	11l/Fr1 Fr DG 402		
4-6						Eve	Eve
7-9							

Step 2 - Scheduling

2. Take some time to make it pretty.

It should be coloured in and neat. Make it look appealing. (Do the colouring if you have time for it, or else do it neatly.)

Write your timetable in pencil (or make a version on the computer), so you can change things around if necessary.

	AMon	ATue	AWed	AThu	AFri	Sat	Sun
1	11/Ma3 Ma AT 311	11/Sc2 Sc HC 405	11A/Pg1Pg STA PE cla	11/En3 En SC 304	11B/Cs1Cs NK 306	Morn	Morn
2	11/Fr1 Fr DG 402	11/Ma3 Ma AT 311	11A/Pg1Pg STA PE cla	11/En3 En SC 304	11B/Cs1Cs NK 306		
3	11/En3 En SC 304	11/En3 En SC 304	11/Sc2 Sc HC 405	11/Re2 Re MOW 211	11/Gg1 Gg GB 105		
4	11B/Cs1Cs NK 306	11/En3 En SC 304	11/Fr1 Fr DG 402	11/Ma3 Ma AT 311	11/Gg1 Gg GB 105	After	After
5	11/Ma3 Ma AT 311	11/Gg1 Gg GB 105	11/Re2 Re MOW 211	11j/Pe1Pe STA	11A/Pg1Pg STA 711		
6	11/Re2 Re MOW 211	11/Sc2 Sc JRE 411	11/Fr1 Fr DG 402	11j/Pe1Pe STA	11/Fr1 Fr DG 402		
4-6						Eve	Eve
7-9							

Step 3 - Scheduling

3. Check your schedule.

Fill in when you have things going on, e.g. Extra-curricular activities and clubs, or when you arrange to meet friends.

This way, you can avoid stress about when you will study, because you have it all planned out.

	AMon	ATue	AWed	AThu	AFri	Sat	Sun
1	11/Ma3 Ma AT 311	11/Sc2 Sc HC 405	11A/Pg1Pg STA PE cla	11/En3 En SC 304	11B/Cs1Cs NK 306	Foot ball	Lie in
2	11/Fr1 Fr DG 402	11/Ma3 Ma AT 311	11A/Pg1Pg STA PE cla	11/En3 En SC 304	11B/Cs1Cs NK 306		
3	11/En3 En SC 304	11/En3 En SC 304	11/Sc2 Sc HC 405	11/Re2 Re MOW 211	11/Gg1 Gg GB 105	After	After
4	11B/Cs1Cs NK 306	11/En3 En SC 304	11/Fr1 Fr DG 402	11/Ma3 Ma AT 311	11/Gg1 Gg GB 105		
5	11/Ma3 Ma AT 311	11/Gg1 Gg GB 105	11/Re2 Re MOW 211	11/Pe1 Pe STA	11A/Pg1Pg STA 711		
6	11/Re2 Re MOW 211	11/Sc2 Sc JRE 411	11/Fr1 Fr DG 402	11/Pe1 Pe STA	11/Fr1 Fr DG 402	Social	Eve
4-6		Foot ball					
7-9			Social		Social		

Step 3 - Scheduling

4. Add in your subject sessions.

Try to put subject study sessions before or after lessons so that you can complete work prior or following.

Plan in when you need to do your homework to get it in on time

	AMon	ATue	AWed	AThu	AFri	Sat	Sun		
1	11/Ma3 Ma AT 311	11/Sc2 Sc HC 405	11A/Pg1Pg STA PE cla	11/En3 En SC 304	11B/Cs1Cs NK 306	Foot ball	Lie in		
2	11/Fr1 Fr DG 402	11/Ma3 Ma AT 311	11A/Pg1Pg STA PE cla	11/En3 En SC 304	11B/Cs1Cs NK 306				
3	11/En3 En SC 304	11/En3 En SC 304	11/Sc2 Sc HC 405	11/Re2 Re MOW 211	11/Gg1 Gg GB 105	After French RE	After PE Eng		
4	11B/Cs1Cs NK 306	11/En3 En SC 304	11/Fr1 Fr DG 402	11/Ma3 Ma AT 311	11/Gg1 Gg GB 105				
5	11/Ma3 Ma AT 311	11/Gg1 Gg GB 105	11/Re2 Re MOW 211	11j/Pe1Pe STA	11A/Pg1Pg STA 711				
6	11/Re2 Re MOW 211	11/Sc2 Sc JRE 411	11/Fr1 Fr DG 402	11j/Pe1Pe STA	11/Fr1 Fr DG 402				
4-5	Maths	Foot ball	Eng	Geog				Social	Eve
7-8	Sci		Social	Comp	Social				Catch up

Step 2 – Scheduling

5. Subjects.

Fill in the timetable spreading out the subjects (e.g. don't do a whole day of Maths, do a bit each day) put contrasting subjects next to each other, to give your brain a break (e.g. English and Physics)

	AMon	ATue	AWed	AThu	AFri	Sat	Sun		
1	11/Ma3 Ma AT 311	11/Sc2 Sc HC 405	11A/Pg1Pg STA PE cla	11/En3 En SC 304	11B/Cs1Cs NK 306	Foot ball	Lie in		
2	11/Fr1 Fr DG 402	11/Ma3 Ma AT 311	11A/Pg1Pg STA PE cla	11/En3 En SC 304	11B/Cs1Cs NK 306				
3	11/En3 En SC 304	11/En3 En SC 304	11/Sc2 Sc HC 405	11/Re2 Re MOW 211	11/Gg1 Gg GB 105	After French RE	After PE Eng		
4	11B/Cs1Cs NK 306	11/En3 En SC 304	11/Fr1 Fr DG 402	11/Ma3 Ma AT 311	11/Gg1 Gg GB 105				
5	11/Ma3 Ma AT 311	11/Gg1 Gg GB 105	11/Re2 Re MOW 211	11j/Pe1Pe STA	11A/Pg1Pg STA 711				
6	11/Re2 Re MOW 211	11/Sc2 Sc JRE 411	11/Fr1 Fr DG 402	11j/Pe1Pe STA	11/Fr1 Fr DG 402				
4-5	Maths	Foot ball	Eng	Geog				Social	Eve
7-8	Sci		Social	Comp	Social				Catch up

Step 2 – Scheduling

5. Timings.

On top of your homework time, aim for a minimum of 2 extra hours on a weekday and 4 hours each day over the weekend.

Plan to revise for 1 hour per subject each week (this is in addition to homework) fill in the table to help you work out how much time you need to spend on revision

Step 2 – Scheduling

5. Make time for breaks.

You can drown yourself in studying. Every 25 minutes or so, take a 5 min break and get a snack or do something.

Weekday

Time	Monday	Tuesday	Wednesday	Thursday	Friday
4.00 - 4.25					
5-minute break					
4.30 - 4.55					
5-minute break					
5.00 - 5.25					
5-minute break					
5.30 - 5.55					
5-minute break					
6.00 - 6.25					
5-minute break					
6.30 - 6.55					
5-minute break					
7.00 - 7.25					
5-minute break					
7.30 - 7.55					
5-minute break					
8.00 - 8.25					
5-minute break					
8.30 - 9.00					

Step 2 - Scheduling

6. Avoid stress.

Don't follow the timetable down to the seconds. It's a little system to help you do better in school.

Base your time on it, but don't become stressed out because you took a break a minute longer than you were supposed to.

Step 3 – Following the timetable

1. Make an effort to follow the timetable as much as possible, as you may not want to waste your time in making a timetable you're not willing to follow.
2. Look through the timetable every morning to stay focused on your specified time.
3. Make alterations as you go. You might find ways to improve it as you go. Be flexible with what you've written and be prepared to move things around if you find that your estimations of time were a bit off. It's a good idea to use pencil...

My study timetable

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
P1							
P2							
P3							
P4							
P5							
P6							
After school							
Evening							

Think about;

Start time?

End time?

Length of sessions

Breaks
- how many?
- when?

What subjects and in what order?