

5 Step Daily Planner

Have you ever had teachers tell you that you need to be better organised?

Do you know that better organisation would save you time and energy – but you don't know where to start?

Follow these 5 simple steps every day to help you get organised and ACE your ATAR

1. Set Goals

It is important to set yourself a goal for each day. This lets you have a clear idea of where you are heading and what you need to focus on for the day.

Remember you are allowed to have time out. Your Sunday goal might just be to relax and recharge. Great! But if that is your goal, don't schedule too much (if any) schoolwork for that day and give yourself permission to enjoy your time off.

If we schedule in breaks and rewards then we don't feel guilty taking them, because we know that we have factored them in to our organisation for the rest of the week. So, we can enjoy our time out and come back to our work feeling refreshed and renewed.

If you want to get creative you can find quotes, affirmations or images to create an image board for your goal. Anything you can do to motivate yourself is great!

If you are feeling very unmotivated, link your goal to a reward. I need to get [this] done so that I can do [this]. Eg I need to get my Modern History done so that I can go to the concert on Thursday night.

2. Make a To-Do List (prioritised)

Our goal is the overarching thing we want to achieve for the day, but we also have a number of smaller things that we need to get done.

These may involve schoolwork, but inevitably there will be many non-school related activities you need to remember to do.

It's very hard to keep track of all of these things in our head, and often we increase our stress levels by trying to focus on too many things at one time – and not really focusing on any of them properly.

The trick is to write down what you need to do on any given day so that you don't forget to do it. Then you can order your tasks in a way that helps you make the best use of your time. For example, if you need to get your watch fixed and you also have to buy a Mother's Day present before Sunday, then put these tasks together on your to-do list for one day so that you only have to go to the shops once. Hand your watch in and shop for the present while it is being repaired. BOOM! Two tasks completed in one timeslot!

3. Revision

We need to do 2 types of revision each day.

Studies show that unless we revise information within 24 hours of learning it, we will forget 50% of it by the next day. To counteract this problem, it is important that each night we look over the work we did in each subject that day. Don't just read over it though. You need to actively engage with the information to help you retain it. This may involve highlighting key points, turning it into a diagram, creating a summary, making a set of questions and answers, creating flashcards etc.

The second type of revision we need to do is more detailed and thorough coverage of our subjects. This revision helps us to constantly revisit the subject content and check that we still have and can apply the knowledge. This will vary depending on the type of subject, the type of assessment you have in this subject, and the timing of your assessment task. It is important to complete regular revision of any content that you need to retain for a long period of time. Regular spaced revision is MUCH more effective than a long cramming session, and helps us to embed the content in our long term memory. The good news is that the more frequently we engage in spaced revision sessions, the shorter the sessions will need to be.

The number of revision sessions we do in a night can vary, depending on what else we have to do. For example, in Humanities subjects, we are more likely to have an assignment to focus on rather than content revision as these subject exams don't cover the whole year of content. In this case, we can convert the revision time allocated for this subject into assignment time.

It is important to schedule short (30-60 minute) revision sessions for each subject throughout the week. That way we don't risk forgetting any subject, or just focussing on the ones we like best.

Make sure that when you draw up your calendar for the week that you have allocated time for each subject.

4. 1 Thing to Get Ahead

So far, each item we have added to our schedule has been **reactive** – they are all things that we have to do to avoid landing in trouble this week.

This is the chance to do something that will put you ahead of the game, or make you **proactive**. This can be a great time saver, and also help you make better use of your lesson time.

For example, if you read over the Biology prac you will be doing in class before you do it, you will be able to focus far more effectively on the prac as you will know what you are doing. If you read a chapter ahead in your English novel, you will have a better understanding of what your teacher is talking about, or of why certain things happen and will save yourself a lot of time figuring it out.

Maybe you have 3 assignments due at the end of next week. How about getting one of them done and out the way NOW to make next week that bit easier for you.

You may well be thinking, but I have enough stuff I HAVE to do, why would I add extra stuff to my calendar. But trust me. If you do just one thing per day that gets you ahead you will save yourself hours in the long run.

5. 1 Positive for the Day

As exhausted and stressed-out students it is very easy to feel overwhelmed and negative. But we all know that a positive mindset is one of the most important tools we need in order to achieve our goals and dreams.

Sometimes our positivity needs a bit of a kick start. Get into the habit of finding one positive thing about your day (it doesn't even have to be school related). This will help turn your mindset in a more positive direction. You will be surprised to discover how many good things happen to you each day when you start looking for them and approach things in a more positive manner.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
GOAL: get ahead to make time for Modern History	GOAL: finalise History research					
TO DO: (prioritised): Attend Maths tutorial 3-4pm	TO DO: Buy soccer shorts Complete History research book Email English draft					
REVISE: 10 minutes per subject today 5-6 English Maths Chemistry Japanese 3x30 minute revision of different subjects Chemistry 6-6.30 Biology 8-8.30 Japanese 8.45-9.15	REVISE: 10 minutes per subject today 4-5 Modern Maths HPE Focus on Modern History Create thesis statement and organise notes ready to write					
1 THING TO GET AHEAD: Read next chapter of English novel	1 THING TO GET AHEAD: Read over tomorrow's Biol prac					
1 POSITIVE FOR THE DAY: I know all my Japanese vocab for this unit	1 POSITIVE FOR THE DAY: Modern ready to write essay					

DAILY PLANNER

	MON	TUES	WED	THURS	FRI	SAT	SUN
GOAL							
TO-DO							
REVISION (Divide into 1 hour blocks)							
1 THING TO GET AHEAD							
1 POSITIVE							