



TIME MANAGEMENT

Student Activity Pack

Activity 1: Non-Required Tasks

In the *Time Management* seminar, your presenter showed you how you can make yourself stand out by doing non-required tasks. These are activities that you don't *have* to do, but if you do them you will get a big boost in your marks. The problem is, if you don't commit to actually doing them it's really easy to keep putting them off. In this activity, your teacher will get you to brainstorm some non-required tasks you can do each night. Here are some hints for what a non-required task might be:

- Making notes during term
- Doing practice tests/questions
- Doing extra reading at home

Now have a think about what some specific non-required tasks for your subject could be. For English, one might be "complete one practice introduction paragraph", or "make 1 page of notes on a minor character". Once you've had a think about what some specific tasks could be for your subject, start filling out the first column on the table on the next page. Remember – a non-required task for a subject should only be around 20 minutes in length. You can see an example below:

Non-Required Task Tracker
Subject: *English 3B*

| NON-REQUIRED TASK | Week 1 | Week 2 | Week 3 | Week 4 |
|---|-----------|-----------|-----------|-----------|
| <i>Write 1 page of notes on extra-reading</i> | <i>A.</i> | | <i>A.</i> | |
| <i>Complete 1 practice paragraph</i> | | <i>A.</i> | | <i>A.</i> |
| <i>Draw mind map of this week's notes</i> | | | | |
| <i>Write 1 page of notes on this week's topic</i> | | | | |

Non-Required Task Tracker

Subject: _____

Name: _____

| NON-REQUIRED TASK | Week 1 | Week 2 | Week 3 | Week 4 | Week 5 | Week 6 | Week 7 | Week 8 | Week 9 | Week 10 | TOTAL |
|-------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|---------|-------|
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Activity 2: Making an effective timetable

Think back to your first day back at school last year. You probably thought something along the lines of “this year is going to be different – I’m *actually* going to get study done”. But the problem is even though we have the best of intentions, we very seldom actually make the changes and fit more study into our schedules. Within 2 or 3 weeks, the stress kicks in and we are already behind the eight ball. The solution to this is to make a study timetable – but again, it’s easy to make one – but sticking to it is a whole different story!

As your presenter explained, to make sure your study timetable actually works you need to do something different - you need to work out when you realistically *won't* be able to study, and then fit your study around it. This way, your study timetable protects the things you absolutely can't do without in senior school, while also helping you fit some study in.

Step 1 – when are you not going to be able to study?

Over the page you can see a worksheet called ‘Study down-time planner’- this gets you to identify the times during the week when you are *not* going to be able to study. Fill this out – and try to think of activities that if you forced yourself to study while they were on, you’d get really distracted and wouldn’t be able to concentrate. Check out the example below for some ideas:



Study Down-Time Planner

When do you have things on that will make it hard to focus on study?

| Type of Activity | What is the specific activity? | What day and time do you do it? |
|------------------|--|---|
| Sport | (e.g. netball training, netball game) Footy training & game | Wednesday 6pm – 8pm Saturday 12pm – 3pm (game) |
| Hobbies | (e.g. cycling, gaming) Running | Monday – Friday 7am – 8am |
| TV shows | (e.g. Modern Family, Family Guy) Modern Family | Sunday 7.30 – 8.00pm |
| Work | (e.g. Hungry Jacks, Target) Maccas | Tuesday 5pm – 8pm |
| Socialising | (e.g. heading to mate’s house) Chilling at Robba’s house | Saturday 10am – 6pm |

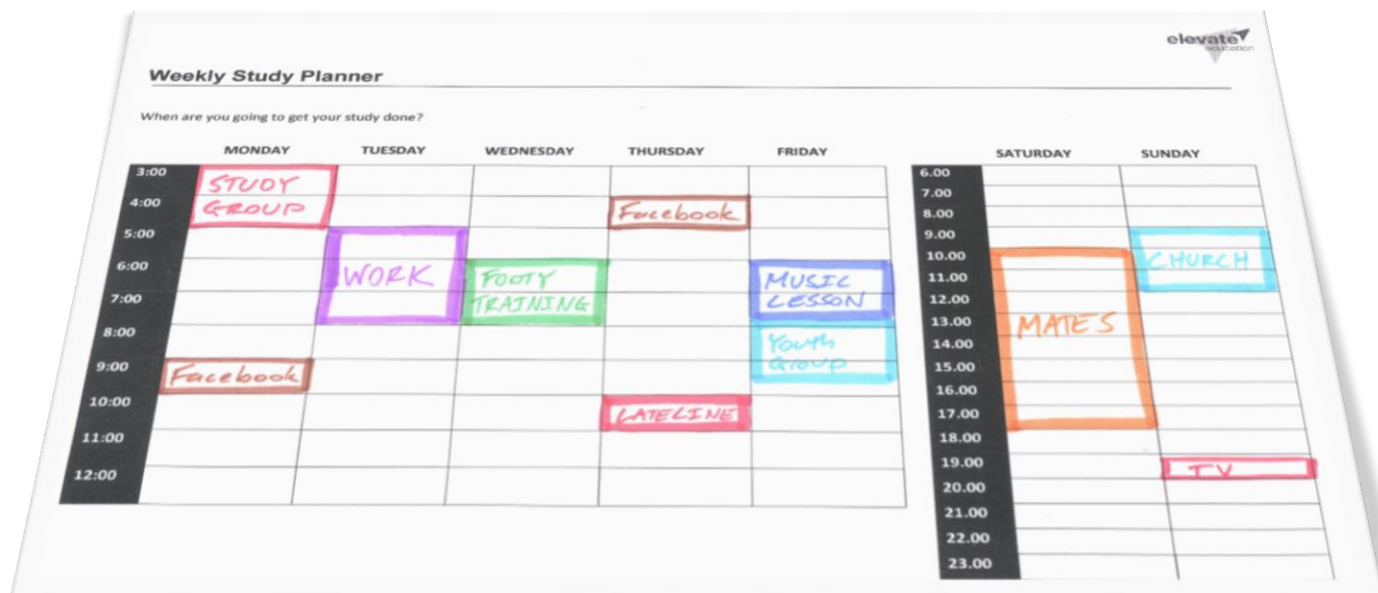
Study Down-Time Planner

When do you have things on that will make it hard to focus on study?

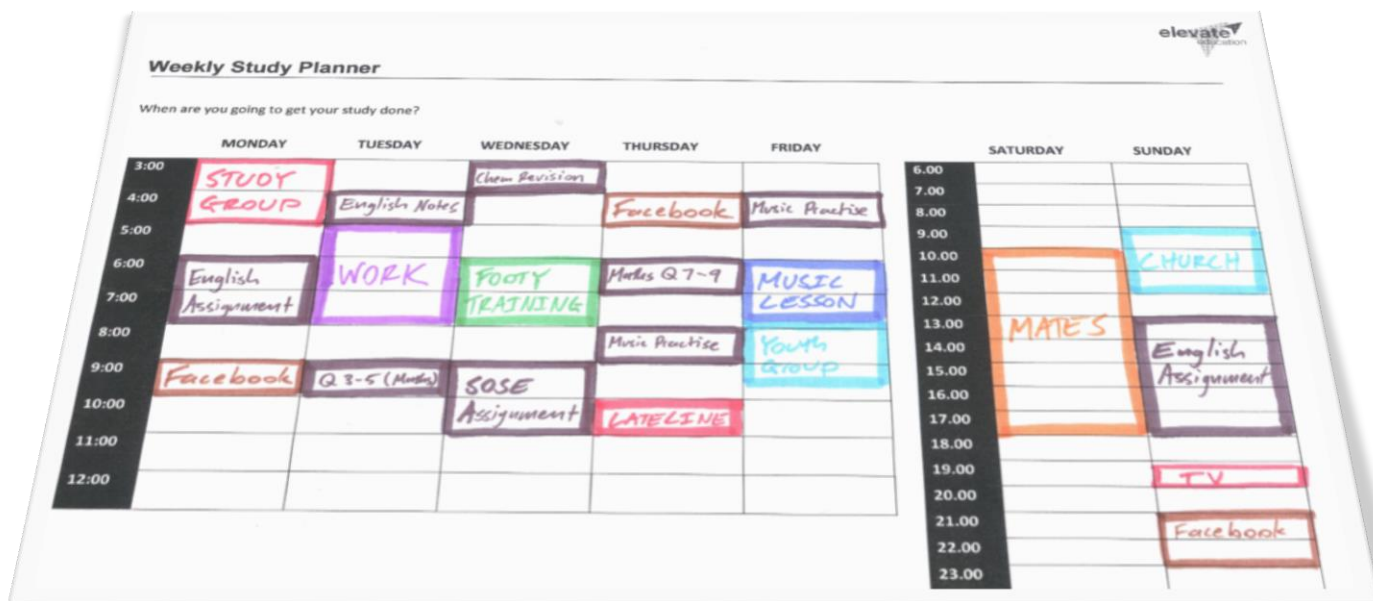
| Type of Activity | What is the specific activity? | What day and time do you do it? |
|--------------------|--|---------------------------------|
| Sport | <i>(e.g. netball training, netball game)</i> | |
| | | |
| Hobbies | <i>(e.g. cycling, gaming)</i> | |
| | | |
| TV shows | <i>(e.g. Modern Family, Family Guy)</i> | |
| | | |
| Work | <i>(e.g. McDonalds, Tesco)</i> | |
| | | |
| Socialising | <i>(e.g. heading to friend's house)</i> | |
| | | |

Study Down-Time Planner (continued)

Once you've completed the down-time planner, it's now time to put the times you aren't going to be able to study into a study timetable. Using the planner you've filled out above, take the activities and fit them into the weekly study planner found on page 7. If you don't know how, have a look at the example below:



Once you've added the non-study time blocks into your weekly planner, it's now time to add in the actual study. But before you do, have a think about this: with the weekly planner above, this student has at least one thing they love doing scheduled in each day of the week. They also have a lot of blank space around those times during the day when they could fit some study in. So have a think: now that you've blocked out some time each day for things you enjoy doing, where can you fit the study? Try and find at least one hour a day for study and shade it into your timetable. The example above is finished for you below:



Weekly Study Planner

When are you going to get your study done?

| | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY | SUNDAY |
|-------|--------|---------|-----------|----------|--------|----------|--------|
| 3:00 | | | | | | 6.00 | |
| 4:00 | | | | | | 7.00 | |
| 5:00 | | | | | | 8.00 | |
| 6:00 | | | | | | 9.00 | |
| 7:00 | | | | | | 10.00 | |
| 8:00 | | | | | | 11.00 | |
| 9:00 | | | | | | 12.00 | |
| 10:00 | | | | | | 13.00 | |
| 11:00 | | | | | | 14.00 | |
| 12:00 | | | | | | 15.00 | |
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| | | | | | | 22.00 | |
| | | | | | | 23.00 | |

Activity 3: Beating Procrastination

Everyone is an expert at putting things off – especially when you don't find them particularly interesting! With study it is no different – if you think of a major assignment or test you need to prepare for that will take 8 hours to finish, it's really easy to go and watch TV instead of starting. One of the best ways to reduce procrastination is to break tasks down into small – really small – pieces, so that it's easier to start them earlier on.

In the **Time Management** seminar, your presenter gave you some examples of how you can reduce an assignment into a whole bunch of really small tasks. A really easy way for you to do this is to use an assessment planner, like the one shown on page 9, to help you break your tasks down into smaller chunks. Think of it this way: it's way easier to start on a 10-minute task than a 2-hour one. When you break up an assignment into small chunks, you break it up into tasks that are really easy to smash out before dinner, after the gym, or between other tasks.

Making a study planner

In the planner on page 9, take an assignment you are currently working on and see how many chunks you can break it up into. Ask your teacher for some help in working out what some different activities in each stage of the assignment are. Try to keep each activity to under one hour – if a task looks too long, try and break it up to make it easier to get done. By setting a deadline for getting each task done you ensure that you are actually able to stay on top of things before they mount up. There's an example below for you – now give it a go for yourself on page 9!

elevate education

Assessment Planner Due Date: **20th November**

Name of Assessment: **Russian Revolution Essay**

| | TASK | DEADLINE | STATUS |
|--------------|--|----------------------|--------|
| Research | Get 4 books from library – read first 20 pgs | 14 th Oct | ✓ |
| | Read next 20 pgs | 17 th Oct | ✓ |
| | Annotate 3 primary sources | 22 nd Oct | ✓ |
| | Get 'A People's tragedy' & annotate first 3 Chptrs | 28 th Oct | |
| | Annotate 'Ten Days that shook the World' | 2 nd Nov | |
| Organisation | Categorise notes into sub-sections | 7 th Nov | |
| | Draft up central argument theme | 9 th Nov | |
| | Re-scan notes for knowledge gaps - make edit | 11 th Nov | |
| | Organise reference list for writing | 12 th Nov | |
| Writing | Draft up initial skeleton (sub-headings) | 13 th Nov | |
| | Fill out intro & conclusion | 14 th Nov | |
| | Fill out main body paragraphs | 15 th Nov | |
| | Complete final draft | 17 th Nov | |
| Presentation | Update Formatting in Word 2013 | 17 th Nov | |

Assessment Planner

Due Date: _____

Name of Assessment:

Task

Deadline

Status

Research

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Organisation

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Writing

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Presentation

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