Instructions to Create your WEEKLY TIMETABLE

- Every piece of assessment or exam MUST be put onto the TERM Planner as you get it, so that your Weekly Timetable is accurate.
- Every Sunday spend 10 minutes filling in a new Weekly Timetable sheet for the coming week…or in exam block you may wish to do a two to three week plan ahead to be well prepared.

1. **Start by blocking out co-curricular training/rehearsals/game times, part time work shifts, exercise, times to relax each day and any other family / friend commitments you know you have. Be sure to allow eight hours of sleep a night as sleep is a secret weapon to good academic results and general wellbeing.**
2. **Each day allocate time in afternoon / evening for general homework.**
3. **Look at least two weeks ahead in your Term Planner and see what assignments / exams you have coming up. If there is nothing due in that two week period, you can choose to have an easier week, however if you have a lot due all at once in later weeks, you might like to get a head start .**
4. **Go to the first thing that is due and allocate a "session" for each separate assignment or subject to study. Make a session between 30 minutes and one hour with a 10 minute break. You might do two to three sessions each afternoon depending on your year level and how close to exams you are.**
5. **Allocating 'a session' means you write something general in a vacant time slot on any chosen day like 'Study for Math's test', or 'do English assignment'. You should have some idea of how many 'sessions' you will need to be ready, understanding also that you may have class time to do assignment work or study / revision.**
   When you come to do those actual sessions, you will need to develop a more detailed 'To Do List'.
   For example, if it is an assignment:
   Session 1: research, Session 2: write introduction and one body paragraph, Session 3: write rest of body paragraphs and Session 4: finish conclusion and bibliography.
   If it is an exam: Session 1: learn definitions, Session 2: learn textbook pages 15-20 and session 3: do practise test.