

“WEEKLY PRIORITIES/ DUE IN, THINGS TO DO”

To assist the students in getting themselves organised and planning ahead efficiently, weekly ***“Priorities/Due In”*** and ***“Things to do”*** sections have been included in all three planners.

The ideal approach is for the students sit down on a Sunday night and preview the upcoming week on a day by day basis. They should write down their work due, home learning and priorities on the left hand page under ***Priorities/Due In***. Other commitments and things they are involved in should be recorded on the right hand page under ***Things to do***. This is an excellent way to develop the valuable skill of Prioritising.

Also, doing this allows them to make any adjustments they may need to make to their Study Timetables. Circumstances often change and as such their Timetables should be fine tuned accordingly.

Encouraging students to do this will actually:-

- Enjoy life more.
- Avoid being time poor and create more time for them.
- Reduce anxiety and give them a sense of control.
- Develop a productive study routine.
- Ensure all work is handed in on time.
- Become self managing and self correcting.

Should you have any queries or concerns regarding your son/daughter's progress please do not hesitate to contact his/her Year Level Co-ordinator/Advisor.

“People with purpose create their own lives” Michael Morgan