

## What to do every day to stay organised



### Look at the day's timetable

Make sure you have the things you need.



### Know your workload

Check over your weekly planner or list of tasks for each subject.



### Read your emails

Your teachers may be emailing you. Check at the start and end of every day.



### Use SEQTA

Check the dates for your upcoming assessments.



### Ask for help

If there's anything you're struggling with, promptly ask for help.

## Tidy your study space every day

Before stopping school work for the day:

- file all paperwork by subject;
- tidy up cables/equipment;
- take glasses/plates to the kitchen;
- wipe down the surface and remove any rubbish;
- Start each day fresh and clean!



## Daily Routine

8.30am	Prepare for the day
8:45am	- Homeroom Roll Call (MS) - Student Sign-in (SS)
9:00am	Period 1
9.50am	10-minute Mini-Break
10:00am	Period 2
10.50am	25-minute Morning Break
11:15am	Period 3
12.05pm	10-minute Mini-Break
12:15pm	Period 4
1:05pm	70-minute Lunch Break
2:15pm	Period 5
3:05pm	End of day (MS)
3:05pm	Pastoral Time (SS)

- Grab your water bottle
- Turn on your computer
- Check emails
- Open MS Teams & SEQTA Learn

## Breaks are important!

During break times, get up from your desk, move around, leave the room and switch off from school work.

### Things you can do (even in a mini-break) include;

- Getting a snack;
- Saying hello to the family pet;
- Packing up the previous lesson's materials; and getting the next lot out;
- Shooting 50 hoops, or running in the yard for 10 minutes;
- Jog around the block;
- Refill your water bottle.



Avoid sitting at your computer through a break time, and don't eat lunch there, either. Spend the time doing something you enjoy.

**Homework:**  
there is always something to do...!

- Finish any classwork you didn't get through during the day.
- Revise your learning or material from the lessons.
- Practise a skill or activity from the day.
- Read a book.
- Chip away at an ongoing project.
- Prepare for tomorrow's lesson by reading ahead.