



# Student Planner

Use non-permanent or fine whiteboard marker **ONLY**  
See reverse side for advice & instruction

## School Timetable

| Time | Monday | Tuesday | Wednesday | Thurs | Friday |
|------|--------|---------|-----------|-------|--------|
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## Notes / Reminders

## Goal Chart

| Subject | Previous Results<br>(Level / Grade / Mark) | My Aim<br>(Level / Grade / Mark) |
|---------|--|----------------------------------|
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## Study Record

| Subject | Time | Subject | Time |
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## Study Timetable

| Time | Mon | Tue | Wed | Thur | Fri | Sat | Sun |
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## Semester Planner

| Week | Monday | Tuesday | Wednesday | Thurs | Friday |
|------|--------|---------|-----------|-------|--------|
| 1.   |        |         |           |       |        |
| 2.   |        |         |           |       |        |
| 3.   |        |         |           |       |        |
| 4.   |        |         |           |       |        |
| 5.   |        |         |           |       |        |
| 6.   |        |         |           |       |        |
| 7.   |        |         |           |       |        |
| 8.   |        |         |           |       |        |
| 9.   |        |         |           |       |        |
| 10.  |        |         |           |       |        |

# EXPLAINING THE STUDENT PLANNER

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Successful students are students who are typically well organised and manage their time in a very effective manner. Successful students give their study a high priority and organise themselves so that they can keep all their activities in a steady balance.

**Question:** What are some of the major problems encountered by a large number of secondary school students before they become successful?

**Answer:** Developing time management skills and sound study organisation.

**The Student Planner provides a valuable organisational base so you can achieve the results of which you are truly capable.**

Because the life of a high-school student is a busy one, the Student Planner has been developed, by experienced teachers, to give students a useful tool in developing their time management skills and planning their study so that they can achieve rewarding results.

Many parents and teachers regularly experience the frustration of getting students to organise their time in a mature manner so that they can keep their study, leisure time and other activities, in a good balance. Teachers regularly comment on the fact that students would achieve better results if they were more organised with their time and gave their study the appropriate priority. Learning good time management is also an essential skill to develop beyond secondary school and into tertiary studies or working life.

The Student Planner is set out in such a way that the student develops an overall picture of the way they spend their time with study timetable and semester planner. The Student Planner also encourages the student to set goals and mark down the amount of time that they are devoting to genuine study on their subjects.

**Because the Student Planner is best displayed on the wall at home, it gives parents the opportunity to observe how their son or daughter is getting organised.** There is no doubt that a school diary serves a very similar purpose but many students seem unable to maintain a diary at a standard that keeps it useful for an entire year without parents constantly checking the diary (and, let's face it, how many parents check the diary of their 15, 16 or 17 year old child?). The Student Planner is a more convenient means to check and it allows parents to offer their son or daughter advice on how to improve their time management.

The other important feature of the planner is that it is Laminated/Gloss Coated. This allows the Student Planner to be written on with a non-permanent felt marker like the 'over-head' projector pen. The information on the Student Planner can then be wiped clean and changed as desired each term or from one semester to the next.

The study of school work is a very important activity of which students are constantly reminded. The key to successful study is good organisation beforehand. The various features of the Student Planner are explained below and some advice on how students can increase their time management skills and improve their study habits is also offered.

## SCHOOL TIMETABLE

This is where you can write in your school timetable for easy access at home. If you do not have classes for all the spaces provided, you can use the remaining spaces for any extra activities such as sport training, drama club, choir, science club etc.

## STUDY TIMETABLE

**A study timetable is a vital organisational tool for any student who is serious about achieving good results with their school work.** Leaving study until the last night before the examination nearly always results in a performance that is well below your true capabilities because of the increased pressure that you bring upon yourself. A good study timetable displays a balance between the different school subjects that you are taking and the other activities that you are likely to be involved with during any term. A good study timetable also shows a regular routine where possible so that your mind and body come to expect a certain type of pattern. The amount of time that you spend on study (see the difference between study and homework) will vary depending on your age. You can enter your own time schedule into the left hand column. It is best to ask your teacher to explain what they believe is a fair amount of time for you to be studying each week for the different subjects that you take and for what age you are. It is also important to set aside leisure time, time for assignment work and time for reading. **No doubt that you will want time to watch TV or play your favourite computer games, but these are only some activities among so many that you have to keep in balance.**

## HOW TO FILL OUT THE STUDY TIMETABLE

- First write in all your regular commitments such as sports training, music lessons, part-time work, other interests and activities. The time schedule that you use depends on you and the times at which you decide to study.
- List your school subjects on a separate piece of paper and decide how much time you are going to allocate to each subject in a week. Obviously a 13 year old student will not be setting down the amount of time that a 17 year old student might. If you are unsure about this then see your teachers at school. It is also wise to include extra amounts of time for doing assignments and projects.
- Split up the amount of time for each subject into a number of sessions that can be spread throughout the week with a realistic balance eg. Two hours for Mathematics for a 16 year old student can be split up into four 30 minutes sessions which might be set down for Monday evening, Tuesday evening, Thursday evening and Sunday afternoon. Do not give the smallest amount of time to the hardest subjects and the longest amount of time to the easiest subjects. It is also wise to attempt the more difficult subjects first on some days as this helps you confront the harder work when you are still fresh. Always leaving the tough work until the end makes it tempting to keep putting it off or not giving that work the commitment that it really requires.
- After this has been completed for each subject take a close look at the total amount of time that you have allocated to study for each day of the week. Some adjustments may be necessary when you stand back to see the overall picture.
- If you are willing, invite your parents or an older brother, sister or friend to look at your study timetable and ask them for some constructive criticism about your organisational efforts. Changing your plan several times is not necessarily a bad thing either. Changing your mind and refining your plan is a sign that you are learning how to plan more effectively.

## THE DIFFERENCE BETWEEN STUDY AND HOMEWORK

Many students seem to confuse the two areas of study and homework. Put simply, study is the process of revising and practising what you have learned to make it really stick in your mind. Homework is simply the day to day school work that needs to be completed each night. This may include textbook exercises, assignment work, set reading, researching etc.

Study involves revising work that was covered over the last week or fortnight. Study is not just reading over your notes! Study means doing exercises again, reading ahead in your text book, summarising your notes, reading over the more difficult concepts several times, drawing diagrams to help you remember important concepts, doing extra questions and problems that were not set by the teacher, etc. Many students are now encouraged to draw up concept maps or mind maps as a means of linking concepts together and increasing their understanding of the subject.

Repeating Mathematic exercises or English spelling words that you did three nights ago is important because the repetition can help increase your understanding and help you remember. Hardly any person could correctly recite a sequence of 26 letters after they read over them once or even twice. The reason that people know the 26 letters of the alphabet in order is because they have been over it again and again and again.

Many students sit down at night to do up to an hour of homework and then incorrectly think that this has amounted to an hour of study. Study is active revision of the work that has already been covered and that does not include normal homework. There are good ways and bad ways to study and it is important that students get themselves into good habits as early as possible.

## BRIEF TIPS ON STUDY

Any teacher or parent will tell you that it is important to study in an environment that is free from as many distractions as possible. No loud noise, no TV, no phone calls from friends (during study hours) and no radio if it can be helped although there are some who believe that a little background music does no harm (that is until your favourite song comes on and you stop and turn up the volume and never quite get back to what you are doing!). You need to be comfortable (but no lying down as you will probably fall asleep) and you need to be eating well and exercising a little to keep your mind and body fit. It is also important to think about the lighting in your room. Is it too bright? Not enough light? If you have a desk light, then it is a good idea to also have a room light on as well as this helps to soften the intensity of the desk light. Don't study for long spans of time or spend hours on the one subject. Keep your notes well organised so that you can find what work you are looking for without wasting time. Many students will study for 20-25 minutes and then reward themselves with a short break and a drink or snack before getting back into it. It is not the best idea to start homework and study after you have finished watching your TV shows. Be organised! Have a plan and stick to it. **There is 'no magic' formula, just good organisation, some personal discipline and a genuine desire to do well.**

## WHAT DO I ASK MY TEACHERS ABOUT?

To make sure that your study time is spent effectively it is important to consider as much information as possible about what you will study. When you study it is an excellent idea to keep a notepad or school diary beside you so that you can jot down any areas of work which you have experienced difficulty during your study. The best sources of information here are your teachers and the comments that were made on your latest school reports. Give your teacher a shock by saying 'I am planning to spend 1 hour studying my English this weekend and I was

wondering if you could suggest some ways in which I might best use my time.' By consulting your teachers, previous tests and being honest with yourself you will also be able to generate a simple two-column list for each subject. In the first column, you write down the concepts that you are doing well with and in the other column, you list the areas of that particular subject that you know you need to work on. Asking your parents and your peers to test you on your work can also help enormously.

## THE GOAL CHART

**Successful people set goals for themselves.** The goal chart is a place where you can list your subjects and the previous results (grades, % or outcome levels) that you have achieved in them. These should be looked at as a constant reminder that there is always some room for improvement. Now think about the results (grade, % or outcome level) that you want to aim for in this semester or term. If you are capable of better then write in some realistic results that you wish to aim for in each subject. Your goal should be to do better each time unless your results are perfect. Set your goals so that you make your improvements in steps and not one unrealistic jump. The difference between a 'B' and a 'C' (or an improved result or outcome level) in some of your subjects is likely to be a case of being a little more organised and spending some time with your teacher to investigate exactly how you can make improvements with your next assessment. If you are unsure what kind of goals to set then your teachers and parents are the people to ask.

## SEMESTER PLANNER

**The semester planner is a key tool in keeping yourself aware of when your assessment is approaching.** The semester planner is where you are to write down all the important assessment dates for the semester. Examinations, assignments, excursions, orals, projects, rehearsals etc. are the sort of events that can be organised in this section. After you fill in the dates of the various weeks of the semester, this gives you a sound overview of what is coming up each month and should help you avoid the last minute panic that normally occurs when you discover that you have a major project due in three days and there is also another 101 things to do! The semester planner is **not** the place to write in social events or birthdays as this practice may unnecessarily clutter up the section. When the current semester is over you simply wipe the semester clear and begin to fill in next semester's assessment items.

## THINGS TO DO/REMINDER/NOTES

This is a section for noting down all those things that you have to remember for the next day: whatever other important jobs or urgent matters that you have coming up. It is also a place to perhaps note down anything else that you don't want to forget such as the dates of important school functions, family events, birthdays or telephone numbers.

## STUDY LOG

Like a log book for recording travel of a car, the study log is a space where you can mark the amount of overall time that you have spent on genuine study for each subject. Many students find this sort of progress check encouraging as they see themselves accumulating more time with each subject as the term or semester goes by. Each box can represent 1 hour or 30 minutes of study and the boxes can be ticked or crossed as the time builds up from week to week and month to month. It is also an excellent place for parents to quickly check how much study (not necessarily homework) is being done.

## A FINAL WORD

**Being a successful student is about taking more and more responsibility for your own learning. No other person can do the work for you or sit the test for you.** This Student Planner is no magic remedy for getting top results for every subject, but it is hoped that the Student Planner will provide a valuable organisational base from which you can achieve the results of which you are truly capable. The Student Planner will hopefully encourage you to get organised, keep your activities in balance, set your goals, work at a regular routine and seek your teacher's advice when you need to. When your results improve you can take all the credit and if you fail, then you need to shoulder the blame and make a concerted effort to correct your mistakes so they don't happen again.

## OTHER KEY RESOURCE


The other valuable resource that goes hand in hand with the Student Planner is the Study Booklet. The Study Booklet is an easy to follow coaching guide to studying and learning. The Study Booklet topic includes: Setting Goals, Planning, Managing Time, Know Your Learning Style, Know Your Learning Behaviours, Managing the Basics, Analyse Your Progress, Effective Communication and other key learning aspects. For more details please see our web page.

(NOTE: While overhead pens and other water soluble markers are recommended the Student Planner can be used with some oil based markers **but no guarantees** can be given regarding their removal as some solvents (except water) may damage the gloss surface.)

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## The Student Planner

Use non-permanent or fine whiteboard marker ONLY  
See reverse side for advice & instruction

| School Timetable |              |         |           |           |          |
|------------------|--------------|---------|-----------|-----------|----------|
| Time             | Monday       | Tuesday | Wednesday | Thurs     | Friday   |
| 8.45<br>9.00     | FORM         | FORM    | FORM      | FORM      | FORM     |
| 9.00<br>9.45     | 1. MATHS     | ENGL.   | SOSE      | SCI.      | ASSEMBLY |
| 9.45<br>10.30    | 2. SOSE      | FRENCH  | SOSE      | MATHS     | ART      |
| 10.30<br>11.15   | 3. SCI.      | FRENCH  | ENGL.     | COMPUTING | ENGL.    |
| 11.35<br>12.20   | 4. SCI.      | MATHS   | P.ED.     | ART       | ENGL.    |
| 12.20<br>1.05    | 5. ENGL.     | MATHS   | P.ED.     | ART       | SOSE     |
| 1.45<br>2.30     | 6. COMPUTING | FOODS   | SCI.      | SOSE      | FRENCH   |
| 2.30<br>3.15     | 7. COMPUTING | FOODS   | SCI.      | HEALTH    | MATHS.   |

| Goal Chart |  |                                  |
|------------|--|----------------------------------|
| Subject    | Previous Results<br>(Level / Grade / Mark) | My Aim<br>(Level / Grade / Mark) |
| MATHS      | B  | A                                |
| ENGLISH    | B  | B                                |
| SOSE       | D  | C                                |
| SCIENCE    | C  | B                                |
| COMPUTING  | A  | A                                |
| ART        | B  | A                                |
| FRENCH     | C  | B                                |

**Notes / Reminders**

- o MATHS TUTORING THURSDAY BEFORE SCH.
- o TENNIS SPORT WEEK 9 & 10
- o COLLECT NEWSLETTER THURSDAY
- o DIARY SIGNED FOR FRIDAY FORM
- o MUNET FOR FRENCH EXCURSION

| Study Record |          |         |          |
|--------------|----------|---------|----------|
| Subject      | Time     | Subject | Time     |
| MATHS        | ✓✓✓✓✓✓✓✓ | COMP.   | ✓✓✓✓✓✓✓✓ |
| ENGL.        | ✓✓✓✓✓✓✓✓ | ART     | ✓✓✓✓✓✓   |
| SOSE         | ✓✓✓✓✓✓✓✓ | FRENCH  | ✓✓✓✓✓✓   |
| SCIE.        | ✓✓✓✓✓✓✓✓ | FOODS   | ✓✓✓      |

| Study Timetable |           |        |           |        |       |          |
|-----------------|-----------|--------|-----------|--------|-------|----------|
| Time            | Mon       | Tue    | Wed       | Thur   | Fri   | Sat      |
| 4.30<br>5.00    | FREE      | SPORT  | LIB       | SPORT  | FREE  | GAME AM  |
| 5.00<br>5.30    | SCI.      | FRENCH | SOSE      | ENGL   | SOSE  | SCI.     |
| 5.30<br>6.00    | MATHS     | SCI.   | HEALTH    | SOSE   | SOSE  | SCI.     |
| 6.00<br>7.15    | ✓         | ✓      | ✓         | ✓      | ✓     | ✓        |
| 7.15<br>7.45    | ENGL      | MATHS  | SCI.      | FRENCH | MATHS | ENGL     |
| 7.45<br>8.15    | SOSE      | ENGL   | MATHS     | SCI    | ASSIG | MATHS    |
| 8.15<br>8.45    | COMPUTING | SOSE   | ENGL      | MATHS  | ASSIG | FRENCH   |
| 8.45<br>9.00    | ✓         | ✓      | ✓         | ✓      | ✓     | ✓        |
| 9.00<br>9.30    | ART       | FOODS  | COMPUTING | ART    | ASSIG | CATCH UP |
| 9.30<br>9.45    | REV.      | REV    | REV       | REV    | ASSIG | CATCH UP |

| Semester Planner |                   |               |              |                |                |                  |
|------------------|-------------------|---------------|--------------|----------------|----------------|------------------|
| Week             | Monday            | Tuesday       | Wednesday    | Thurs          | Friday         |                  |
| 1.               | NO SCHOOL         |               |              |                |                | ASSEMBLY AWARDED |
| 2.               |                   |               | P.ED V/BALL  |                | MATHS ASSIG    |                  |
| 3.               | ENGL ESSAY        |               | P.ED V/BALL  |                |                |                  |
| 4.               | SCIE EXPR         |               |              | SOSE TALK      |                |                  |
| 5.               |                   |               |              | HEALTH ASSIG   |                |                  |
| 6.               | COMPUTING PROJECT | MATHS TEST    |              |                | FRENCH EXCURS. |                  |
| 7.               |                   | FOODS DISPLAY |              | SCIE. WISHERTS |                |                  |
| 8.               |                   |               | SOSE LIB WKS |                |                |                  |
| 9.               | ENGL BK REV       |               | PIE TENNIS   |                |                |                  |
| 10.              | COMPUTING FILE    |               | PIE TENNIS   | ART P/FOLLO    | NO SCHOOL      |                  |

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