



HOW TO STAY ORGANISED AT

By the Arthur Terry Wellbeing
committee



WHY IS ORGANISATION IMPORTANT



- **Practical benefits:**
 - less likely to lose or forget things
 - Tidier working space
- **Mental health benefits:**
 - Feeling of control, less likely to be overwhelmed by your workload
 - Helps time management, planning and deadlines
 - Gives satisfaction when a task is completed
- **Academic benefits:**
 - Helps revision by keeping your work co-ordinated
 - More likely to stay on top of your homework

TOP TIPS FOR STAYING ORGANISE!

Set a routine

Try to have a set space where you do your homework. If you work best with background noise, use a kitchen table, or if you work best in quiet, find a clear desk or quiet place where you can work.

Pack your bag the night before

This includes making your lunch, sorting your books, remembering your pencil case, and packing food aprons/PE kits in advance. Things are easier to remember if you set out time to do it when you're not in a rush!

Keep a planner in your bag

It doesn't have to be expensive and it will help you to note down homework as soon as you get given it to keep a physical to-do list alongside GoForSchools.

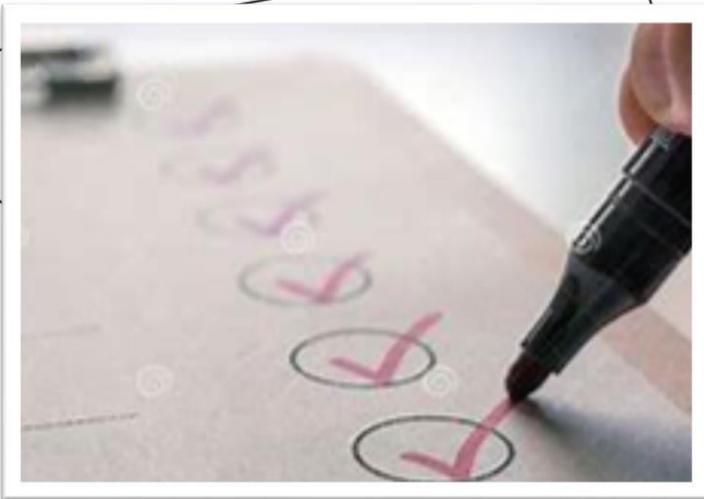
Plan your journey to school

Whether you rely on public transport, a lift or walk to school, it's important you leave on time! If you meet friends make sure you prioritise getting to school on time. If you struggle to make it, leave 5 mins before, or check if there's an earlier bus/train.

Stay on top of your homework

Try to do smaller homework tasks on the night they're set so you can save your bigger chunks of time for essays, exam questions or revision. Leaving your homework until the last minute will only make it more overwhelming in the long term.

HOW TO ORGANISE YOUR ON.



- **Make a to-do list.** If the task sizes are manageable, this is a good way to break up your workload and give you satisfaction when you complete something.
- **Use colours and nice handwriting/typed notes.** If it's 'pretty' and neat, you're more likely to want to re-look at it!
- **Split tasks into timed chunks.** For example, set an alarm for in half an hour and commit to doing 30mins of chemistry in one go. Then move on to your next subject.
- **Take disciplined breaks.** Try to keep away from social media – instead take 10 minutes to have a drink or a snack, or get some fresh air to re-motivate you.

FEELING OVERWHELMED AND STRESSED ABOUT WORKLOAD:

THIS IS OKAY! FEELING WORRIED ABOUT REVISION AND EXAMS IS SOMETHING WE HAVE ALL FELT AT LEAST ONCE: YOU ARE NOT ALONE IN THIS.

Ways to relieve stress of exams:

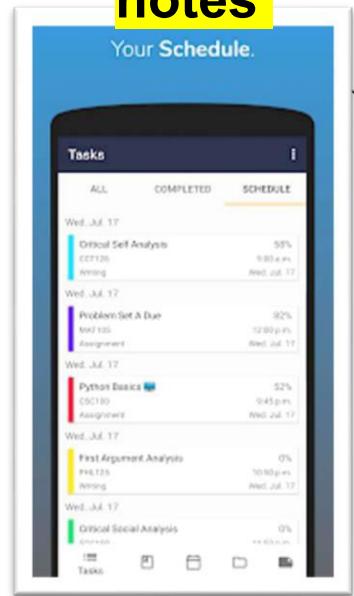
- **setting realistic expectations for yourself:** If the recommended time to spend revising for a test is 240 minutes, then you can't aim to finish all that in one night. Rushing and putting massive pressure on yourself isn't going to allow you to remember information long-term. Know your personal limits and realistic goals.
- **Exercise:** It really does contribute to your emotional and mental wellbeing. By exercising, you are releasing endorphins into body which reduces your perception of pain.
- **having a positive outlook**- if you think you are not capable, you will never really meet or expand your potential to do well.

'However difficult life may seem, there is always something you can do and succeed at' Stephen Hawking.



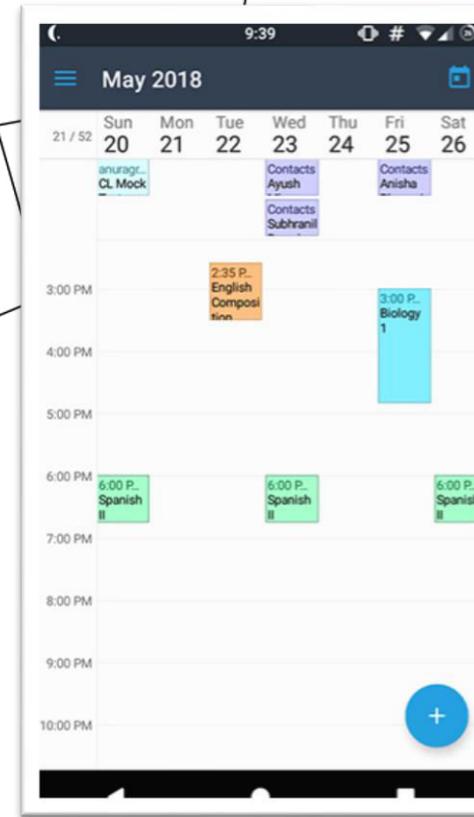
SOME HELPFUL APPS:

**Student
planner-
homework
agenda and
notes**

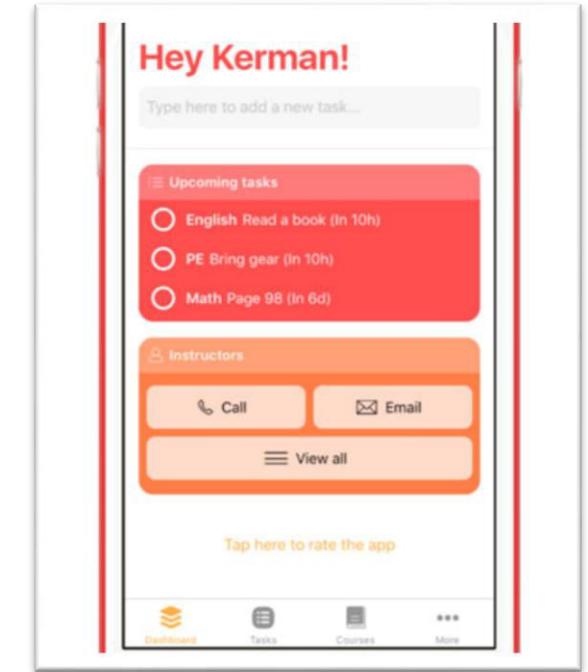


Quizlet

iStudiez Pro



Hey Kerman!



**The Homework
App**

WHAT CAN YOU DO NOW?

Tutor-time activity ideas:

- Can you take time in tutor today to plan out what you will do after school?
- And make yourself a promise of how you are going to stick to the top tips next week.

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And If you were to fill this in for you...

- 1) What time do you get up ?
- 2) When do you go to sleep and how much downtime do you need first?
- 3) How long is realistic to spend revising at the weekend? Should you budget time for particular tasks or make a generic chunk?
- 4) What time is best for doing your homework? Do you need a snack break straight after school to re-set or do you want to get it done straight away ?
- 5) What time is taken up by after school commitments?

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