

Surviving the Week : Student Organiser

Day	VERY EARLY 6 - 8:30am	BEFORE COLLEGE 7.30-8.45am	8.45-10.15am	10.30-12.00	12.15 -2.20	2.30-4pm	AFTER COLLEGE 4pm-6pm	EVENING 7-9pm
Mon –			FREE	HISTORY	ENGLISH	FREE	HOMEWORK	
Tues			FREE	TUTORIAL	RELIGIOUS STUDIES	FREE		
Wed			HISTORY	ENGLISH	FREE	SPORTS/ SOCIETY		
Thurs			FREE	RELIGIOUS STUDIES	FREE	HISTORY		
Fri			ENGLISH	FREE	FREE	RELIGIOUS STUDIES		
SAT								
SUN								
1. URGENT/IMPORTANT		2. IMPORTANT/NOT URGENT			Home/Other stuff		WEEKEND/Fun	
					<i>Family commitments, part time work etc goes here</i>		<i>What are you doing just for fun? Balance and giving your brain a break are good for you?</i>	
3. URGENT/NOT IMPORTANT		4. NOT URGENT/NOT IMPORTANT						

1. Customise your diagram - delete the 'very early' column if you are not a lark. Add a 'late' column if you are an owl.
2. Fill in your school/college timetable on the template - remember you can use 'free periods' or you can waste them. YOUR Choice!
3. Each Friday organise the things you need to do using the Covey quadrant (the 4 boxes at the bottom)
4. Map the tasks onto the timetable above - when will you do each thing.
5. THINK - which days do you need to get up early? Which will be your day off? Remember we learn better when we are fresh.

NB : Effort : aim for at least 3-4 hours per week per subject, those getting top grades are probably doing closer to 6-7 hours per subject per week.