

Study and Organisational Skills - Top Tips

- Make notes on timetables for each lesson throughout the curriculum, for example- textbooks and equipment needed.
- At the beginning of lessons get everything you need out ready. Make sure you have all of your belongings and equipment at the end.
- As soon as homework has been given make a note of it. Ask a friend or the teacher if you are not sure.
- Prioritise homework- make sure you complete homework in the order that it needs to be handed in.
- You could colour code your timetable to show when completed homework needs to be handed in.
- If you are finding it difficult to complete homework speak to the teacher first or your parents.
- Each evening plan and organise what you need for the following day (think about textbooks, sports equipment etc.).
- Try and get into a routine. For every piece of homework you complete reward yourself in some way.

Key questions for students to improve organisational skills

Before leaving home:

- Have you got your pencil case, textbooks, exercise books and homework diary for each of the lessons you have today?
- Have you got all of the homework which needs to be handed in today?
- Do you need to bring your sports equipment to school today?

For each lesson:

- Do you know where the next lesson is and what time it starts?
- Do you need a map of the school to find your way around?
- Do you know where to sit in class where you can concentrate without being distracted? Can you see the board easily?
- Do you need to hand in your homework during this lesson?
- Have you made a note of the homework and hand-in date in your homework diary?

Checklist for secondary students in preparation for essay or assignment writing

Place a tick by each completed task.

1. Write down your initial thoughts as to how the question could be answered.
2. Gather together the notes, textbooks, reference books and photocopied material that could be used to help you answer the question.
3. Examine how you could use the selected material to answer the question and organise it into a logical order. It may be helpful to use a highlighter and/or post it notes to identify key points.

