

WEEKLY PRIORITIES/ DUE IN, THINGS TO DO

To assist the students in getting themselves organised and planning ahead efficiently, '**Priorities/Due In**' and '**Things to do**' sections have been included in the planners.

- The ideal approach is for the students to sit down on a Sunday night and preview the upcoming week on a day-by-day basis and referring to their '**Forward Year Planner**'. They should write down their learning due, home learning and priorities on the left hand page under '**Priorities/Due In**'. Other commitments and things they are involved in should be recorded on the right hand page under '**Things to do**'. This is an excellent way to develop the valuable life-long skill of prioritising.
- A proactive exercise is to also put all of the above into their mobile phones as reminders.

Doing this allows them to make any adjustments they may need to make to their Home Learning/Study Timetables. Circumstances continually change and as such their Timetables should be regularly fine tuned accordingly.

Encouraging students to do this will actually enable them to:

- Enjoy a more balanced life.
- Avoid being time poor and create more time for them.
- Reduce anxiety and give them a sense of control.
- Develop a productive learning/study routine.
- Ensure all learning is handed in on time.
- Become self-managing and self-correcting.

Should you have any queries or concerns regarding your son/daughter's progress please do not hesitate to contact his/her Year Level Co-ordinator/Advisor.

"People with purpose create their own lives." Michael Morgan