

We only have 24 hours in a day, so time management is all about focusing on how we can get the most out of ourselves with the 24 hours we're given.

Manage "Time Wasters"

Do you spend too much time talking on the phone, daydreaming, net surfing, watching TV, or forgetting things? Set yourself a strict time limit so these activities don't prevent you from accomplishing other important tasks.

Make a daily "To Do" list and prioritise ruthlessly. List tasks according to their priority. Use categories such as:

Things I Must Do...

Things I Should Do...

Things I Could Do...

It is a good idea to do this at the start of each day so that you use your day more efficiently. Break tasks into 15 min, 30 min or 1 hour time lots to give a sense of deadline to tasks. Every time that you complete a task, tick it off and reward yourself.

Use Me!

It is easy to forget what homework or assignment is due, when work is on, or when upcoming social events demand attendance.

It is a good idea to actively use MyDiary every day to note down all these commitments so you are better organised and prepared.

Create Routines

Fill in a timetable each week for when you plan to complete your homework, assignments and study – then aim to stick to it!

Over Plan To Get More Done

Work expands to fill the time you give to it, so if you only have a single job to do in the day, then you'll get that done. If you give yourself three jobs to complete, chances are you would have still squeezed them in. So try to push yourself to accomplish more, by giving yourself more jobs to do in priority order.



- ▶ Talking on the phone
- ▶ Too much attention to detail
- ▶ Trouble getting started
- ▶ Perfectionism
- ▶ Not using spare time
- ▶ Forgetting things
- ▶ Daydreaming
- ▶ Lack of planning
- ▶ Surfing the Internet
- ▶ Disorganisation
- ▶ Worry and lack of confidence
- ▶ Exercising too much
- ▶ Watching TV

AVOID "TIME WASTERS"

Bill Gates On Multitasking

Microsoft chief Bill Gates once hung a map of Africa in his garage – so that he would have something to occupy his mind for the precious seconds spent turning off the ignition of his Porsche.

HEADLINES

The clock that decided to take time into its own hands.

Lost time!... Never found again.

Warning! Future coming!... One day at a time.

Procrastination: the thief of time.

The Goal Getting Formula

Written by Dr. Peter Dingle; Associate Professor, Health and the Environment, Murdoch University

GOALS

What are your goals?

When?

Set your goals in a time frame. Set a time and a date (crucial for success).

Where?

Create an environment around you to support your goals - a place that refreshes, motivates and inspires you.

Who?

Who can help you and support you along the way? Identify role models, mentors. Who should you stay away from? (The negative people in your life and the media.)

Why?

Why is achieving the goal so important?

What are the benefits I gain by taking action now?

Start with at least 5 reasons and keep adding more reasons. This is really the most important step - it keeps you motivated. Make your reasons personal and important to you.

How?

These are the steps you need to take to achieve your goals.

Make sure your goals are:

Precise: Be as specific and as clear as possible.

Positive: You will always head in the direction of your goals. A negative goal will take you in a negative direction.

Present: When your mind thinks you are already there, it will do everything it can to keep you there.

Purpose Driven: Find out what is really important to you and head in that direction. Make sure your goals are consistent with your values.

Personal: Make sure your goals are what you want and not other people's goals.

Short Term: Set goals you can achieve each day and each week to build up your successes.

Long Term: Set long-term goals that give you something to strive for.

Challenging and Significant: Make your goals worth while. If they are too easy, your mind thinks, "Why bother?"

Measurable: This makes it easy to see how well you are doing, to measure your pace and your success.

Flexible: This means that if major things happen in your life and you are not on target, simply adjust your goals. "Stuff" happens in our lives and we can't always plan for it.

Now write them down

Most people do not write down their goals. The research shows that those who do not write their goals do not achieve them as successfully as those who do write them. Because it is a commitment, it seems hard. But the hardest part is starting.

Writing your goals more than doubles your chances of getting them. The act of writing uses the senses of sight and touch; it focuses your thoughts and uses muscles. All of these stimulate the release of chemicals in your brain, which cause millions of extra connections in the brain to be formed, greatly reinforcing your chance of achieving goals.

Seriously!

I leapt out of bed and bumped my head on the future!

– John Wood

STRESS MANAGEMENT TIPS

MENTAL SIGNS OF STRESS

- ▶ Trouble concentrating or thinking straight
- ▶ Worrying about little things
- ▶ Feeling anxious all the time
- ▶ Imagining awful things happening
- ▶ Things seem to be harder

PHYSICAL SIGNS OF STRESS

- ▶ Fast heart beat
- ▶ Feeling shaky
- ▶ Pacing up and down nervously
- ▶ Headaches or stomach pains

10 WAYS TO HANDLE STRESS

1. Have clear & organised separate work and sleeping areas
2. Manage your time wisely
3. Prioritise important tasks
4. Break tasks into achievable small chunks
5. Visualise yourself achieving
6. Avoid "all or nothing" thinking
7. Take time out for yourself
8. Get enough sleep
9. Eat right
10. Exercise

Eat more fruit and veg

They are a good source of Vitamin C and have a positive effect on mental health, helping you to remain calm.

When you feel you are becoming stressed, don't ignore it ...

- ▶ Take time out for yourself
- ▶ Avoid excessive caffeine, soft drinks and other stimulants
- ▶ Breathe slowly & deeply

Relaxxxxx

Try a few drops of aromatic oils in a candle burner (never leave burning candles unattended).

Certain scents stimulate the production, in the brain, of the relaxing chemical, serotonin, that assists you to chill out.



Lavender and chamomile essences are recommended for stress relief.

www.reachout.com.au

Check out, a great web resource for young people.

NEW... MYDIARY PODCASTS!

FREE Download 12 * 5 minute audio podcasts to your iPod or computer for some handy tips on school, work, and life. Topics include:

1. Using MyDiary Podcast

This audio track reviews "What is MyDiary?" and describes how you can get the most out of using your school diary.

2. Time Management

In this audio track you'll learn how to balance your homework and assignments so you can achieve more while doing less!

3. Study Tips

In this audio track you'll learn how to get the most out of your study.

4. Stress Management

This covers how to handle all the pressures of homework, part-time jobs, friends and family whilst continuing to perform at your best.

5. Setting Goals

Put your mind into focus to get what you want. "If you don't design your future, someone else will"

6. Healthy Living

Learn how to manage your physical and emotional health.

7. Starting A Business

Find out how to take an idea and turn it into your very own business in 10 easy to follow steps.

8. Getting Your First Job

In this audio track you'll learn how to become a part of the workforce so you can start earning some extra cash.

9. Interview Tips

Discover how to create a good impression and breeze through those tricky interview questions.

10. Getting Your Wheels

What you need to consider when buying your first car.

11. Memory Techniques

Learn tricks on how best to store items in your memory so that you can later recall information for tests and exams.

12. Writing Tips

Develop your writing skills for both creative writing and essay work.

www.getpositive.com.au

To download free audio podcasts, puzzler answers and much, much more...

CONTROL YOUR CASH

1. Track it

Track your spending for two to four weeks to find out where your money is going. Use your diary to write down what you spend your money on, when, where and how much.

2. Review it

Now go through your diary and highlight all the purchases you didn't really need. Identify your problem areas such as spending too much on takeaway food on the weekend, lengthy mobile phone calls etc.

3. Create Spare Change

Now work out ways you could reduce your spending, but still have a great lifestyle. Focus on small adjustments, such as:

- ▶ Eating a large breakfast on Saturday so you only need one meal out
- ▶ Taking your own water rather than buying one
- ▶ Using a landline when you know you tend to talk too long to a particular chatty friend

- ▶ Go to the movies on budget Tuesdays and eat before you go
- ▶ Limiting clothes buying to purchasing sale items every quarter

4. Set your boundaries

Work out a weekly budget so you know how much you can spend on different areas such as:

- ▶ Mobile top-up credit
- ▶ School / Car / Other
- ▶ Food
- ▶ Long term savings
- ▶ Entertainment
- ▶ Short term savings

5. Get real

Don't give up what you want most, for what you want in the moment. Try to control your spending impulses. Aim for a balance between buying items that give you short-term satisfaction with those that will give you long term fulfilment. Whatever you choose is going to cost some money. Just be moderate and realistic.

EDITING TIPS – PROOFREADING

Distrust every word on the page... and practise to master. But once you have the hang of it you'll gain precious marks in your assignments and tests. Here are some tips for catching editing mistakes:

HINTS ON TRICKY WORDS

- ▶ a piece of pie
- ▶ you hear with your ear
- ▶ necessary has one collar and two socks
- ▶ quite/quiet – Silent t ends with the letter t and quiet ends with the letter t
- ▶ principal/principle – The principal is your pal
- ▶ because – Betty eats cake and uncle Sam's eggs
- ▶ accommodation – There are two caravans and two motels
- ▶ meat/meet – I like to eat meat
- ▶ stationary/stationery – A car is stationary
- ▶ island – An island is land surrounded by sea

GRAMMAR CHECKLIST

- ▶ Does your writing make sense?
- ▶ Have you used correct pronouns?
- ▶ Is the tense consistent?
- ▶ Are there any gaps in the meaning of your information?
- ▶ Do the events and facts follow each other in a logical sequence?
- ▶ Are there any parts, or words, that can be left out?
- ▶ Can you make your ideas clearer?

Be aware of your bad habits

If there are types of errors you know you tend to make, double check for those.

Read one word at a time

Be sure to read what is actually on the page, not what you think is there.

Read very very slowly

When you read normally, you see only the first and last few letters. You “fix your eyes” on the print only three or four times per line, or less. You take in the words between your fixation points with your peripheral vision, which gets less accurate the further it is from the point. The average reader can only take in six letters accurately with one fixation. This means you have to fix your eyes on almost every word you have written and do it twice for longer words, in order to proofread accurately. You have to look at the word, not slide over it.

Read out loud

You are more likely to hear a mistake such as repeating or omitting words. This is because you are using two senses, seeing and hearing, and you are forced to slow down. This keeps you conscious of every word.

Proofread more than once

If possible ask friends/parents/siblings to check it too. It is harder to detect mistakes in your own work than in someone else's.

Commas

A comma is used when you take a breath in a middle of a sentence. Commas divide a sentence into parts, making it easier for the reader to understand.

“Speech Marks”

“Use them to show when somebody is talking.”

Paragraphs

A paragraph is a group of sentences dealing with the same topic. Paragraphs are either indented or spaced.

The Ownership Apostrophe

The apostrophe is used to show that something belongs to someone or something. It goes after the last letter of the owner's name e.g. this is Claire's bag.

???

The question mark is placed at the end of a question. As it completes a sentence (in the same way as a full stop) the next word begins with a capital letter.

Why should I study?

- ▶ Because otherwise you will forget

Studies show the effect of revision on memory. An average person would forget ~ 25% of information after a day, ~ 40% after a week, ~ 55% after a month and ~ 80% or more after 3 months. However, if you revise what you learn you are able to recall information better.

- ▶ To improve your marks
- ▶ To make school easier and more enjoyable
- ▶ To improve your memory and make you less stressed during exams
- ▶ It will help you develop one of life's greatest skills – self-discipline

Where should I study?

- ▶ Ideally in a quiet place, away from family, noise, mobile phone & the TV
- ▶ It is best to have a regular spot with a desk, chair, good lighting, a shelf and a storage space for your notes
- ▶ You can use any spare time available to catch up, such as in the car, on the train, waiting for someone, at the library, during lunchtime or at work when it is quiet

How can I revise?

Revision should be divided into sessions of at least 20 minutes. You should try to revise each night what you did in class that day. Read class notes, assignments, handouts or previous tests and textbooks, and make revision summaries of your text book.




This can be done by:

- ▶ Skim-reading fast to get a general idea
- ▶ Reading more slowly so that you actually understand it
- ▶ Highlighting key words and points
- ▶ Making notes and special summaries to memorise

How can I memorise?

Plan short periods (between 5 to 10 minutes) for every learning subject each week; note that major subjects need more than one period. Start to memorise important information by:

- ▶ Re-reading and testing yourself on summary cards
- ▶ Reading aloud  yourself or someone else
- ▶ Recording summaries onto tapes to replay before you go to bed

You may find that the following strategies assist you to solve maths/logic and other problems in general.

- ▶ Read the problem... then read the problem again
- ▶ Ensure that you understand the meaning of all the words in the problem
- ▶ List relevant facts & assumptions regarding the problem
- ▶ Ask yourself if there are any patterns
- ▶ Try drawing: A table, diagram, model, picture or an equation

Does your answer make sense?

Could there be more than one solution?

Can you answer the problem with common sense?

QUICK TIPS

Try a few drops of aromatic oils in a candle burner to help you study.

Research proves that burning oils such as peppermint stimulate your brain helping you stay awake and focus.

Seriously!

Move your vowels every day or you'll get consonanted.

ADDRESS BOOK

name:	birthday:
address:	
number(s):	
email:	

name:	birthday:
address:	
number(s):	
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name:	birthday:
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name:	birthday:
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name:	birthday:
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number(s):	
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QUOTABLE

A friend is someone who visits for no other reason than to see you.

name:	birthday:
address:	
number(s):	
email:	

name:	birthday:
address:	
number(s):	
email:	

name:	birthday:
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name:	birthday:
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WHAT ARE YOU TALKING ABOUT?

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name:	birthday:
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number(s):	
email:	

name:	birthday:
address:	
number(s):	
email:	

STUDY TIMETABLES

SEMESTER ONE	Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

SEMESTER TWO	Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Each week draw up a study plan (copy, or even photocopy, the example given). Ask yourself what is coming up in the next week and note it in your timetable.

Also note down your non-study commitments, e.g. sports, jobs, hobbies and social events. Fill in the times you plan to study during the week... and stick to it!

BY THE FOOT...

How smart is your right foot?

While sitting at your desk, lift your right foot off the floor and make clockwise circles. Now whilst doing this, draw the number "6" in the air with your right hand. Your foot will change direction – and there is nothing you can do about it.

Handwriting practice lines consisting of horizontal dotted lines for the main body of the page.