

[MYDIARY PODCAST SERIES]

[Using MyDiary]

[Intro]

Hello and welcome to the wonderful world of Get Positive Audio.

You're listening to the MyDiary Podcast series.

I trust you will enjoy this audio presentation entitled "Using MyDiary".

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

So What is MyDiary?

MyDiary is Australia's leading student diary. It was created by Louisa Wood, a year 12 student, who was disappointed with the quality of her own school diary, so decided to make her own. Her aim was to create a diary that taught life skills to the student, was fun & amusing to use and would actually last the year without falling apart.

The full features of MyDiary include:

- **Durable Plastic Covers**
– *So that those lunchbox juices don't spill out and make your diary soggy.*
- **A file connector**
– *So that MyDiary can be connected to your lever arch file.*
- **Personalised covers**
– *With photos of your school grounds*
- **Personalised school pages**
– *Which covers details of you school policies and class times.*
- **Personalised bookmark**
– *This black plastic item contains student artwork and handy math and science formulae, it can be folded along its score line and wrapped around the page you are up to as a quick locator tool.*
- **Date section**
– *The date section is where you write your homework details. This section is also crammed with quirky questions of life, fascinating facts, logic puzzles, vocab increases and study tips... to ensure you are always learning or laughing.*

- **The Information Section**
 – Are those pages at the back of the diary that contain tips to improve your time management skills, coping under pressure, studying for test and exams, writing essays, getting your driving licence, buying your first car, starting a business, good books to read and lots lots more. These topics are covered in more detail on other audio downloads that are also available at getpositive.com.au

- **Absentee notes**
 – You'll find forms at the back of your diary for early departure, late arrival or absenteeism, simply cut a form out when needed to save you creating your own.

- **Out of Class passes**
 – Use these passes as a student movement log around the school.

- **Chocolate scented stickers**
 – These set of stickers at the back of your diary help you keep up to date with what week of what term you are up to. Simply rub over the images to release a yummy chocolate aroma.

- **The plastic pocket**
 Is also located at the back of the diary and is a handy tool to keep your library, student cards or school newsletters together.

Your school may or may not have some of these features, if there is a feature you would like to see please contact your form group leader or diary coordinator or email me through the link on my website.

Ok now lets look at how to get the most out of your diary:

Firstly set your study agenda.

Using the study timetable located in the information section of MyDiary you can start to create your personalised agenda.

Firstly write in:

- What time you get home from school each day
- What time you eat dinner
- And the days and time you have sport/hobby activities.

- Then block out time you intend to allocate to “studying” and “homework”
- The remaining time can be allocated to other things you enjoy, such as socializing, watching TV, phone a friend, movies or shopping.

This is now your framework with which you organise your school/home life. It allows you to understand when you should be working as when you have free time.

The second Step to using MyDiary is to accurately record when homework is due

As soon as your teacher instructs you of an assignment, exam or piece of homework write the due date in your diary on the day the work is due.

Then it's important to work backwards from this date to give yourself small reminders that the deadline is arriving:

- 1) Insert a reminder like "Maths test this Friday" - 3 days before the deadline
 - 2) "Maths test next Friday" - a week before the deadline
- And
- 3) "Maths test on the 3rd..." - 3 weeks before the deadline. This way you won't forget what's coming up and you are more likely to allocate study time in your weekly schedule.

If it's a small piece of work you might not have to work back 3 weeks, just use your own judgment on what is appropriate for you.

- 4) Next, add the task of "studying for the math test" onto your master list. A master list is simply a long, long list of all the items you need to do, including both personal and school items. The aim of this list is to ensure you don't forget to do something, no matter how small. It helps keeps your tasks all in one place.
- 5) Each night you sit down to complete your homework or study, simply refer to the master list and choose the 5 of the most important items you need to do for the night.
- 6) Then make a start on the most important one first. Focus all of your energies on this task, if you suddenly remember something you have to do, write in on your list, but remain with your current task. Successful people do 1 thing at a time.
- 7) If you finish all 5, you can take the next 5 most important items to complete from your master list and continue working. Any you don't finish, gets moved over to the next day.
- 8) Remember to take small breaks to refresh yourself, but try not to get distracted by TV shows or phone calls.

You can download examples of master lists by clicking on the link beneath this audio podcast on getpositive.com.au

[Closing]

Thank you for listening to this podcast, feel free to download this audio file to your iPod so that you can replay it at any stage.

I wish you all the best with your studies.

Until next time, Stay Positive!

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