



Cardiff High School

Personal Organiser and Study Timetable

Key Things to remember:

- Building in time for breaks is essential. After a long day in school, you need to have some downtime to reset and feel your best.
- When organising your time for completing homework or revision, be mindful that 30-45mins is usually a long enough time slot. After this, have a break, a drink or snack and have a change of room to really feel like you are giving yourself a break before attempting another slot.
- The **quality** of the time you spend on school work, is more important than **how long** you spend on it. A fifteen minute session of making or looking over flash cards can be very effective. Brains need a break, so you will learn and retain more over a shorter, more focussed time.
- When you have deadlines for homework or revision, plan ahead and slot these in, so that you don't feel overwhelmed or worried about fitting everything in.
- In the 'after school' slots, you can split these into half hour sections if that works better.

Icons to copy and paste into the slots:

Gym/ Exercise:



Rehearsal:



Revision/Study:



Homework:



Downtime:



Screen-free time:



Appointment:



Sporting commitments:



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