

Staying Organised



When it comes to college, your teachers will expect you to be able to organise yourself and your time well.

Arriving prepared and ready to organise your time and studies will put you in a great place to start your learning.

Many students believe that their organisational skills are fixed. However, like every element of mindset, these can be learned, developed and enhanced.

Activity One

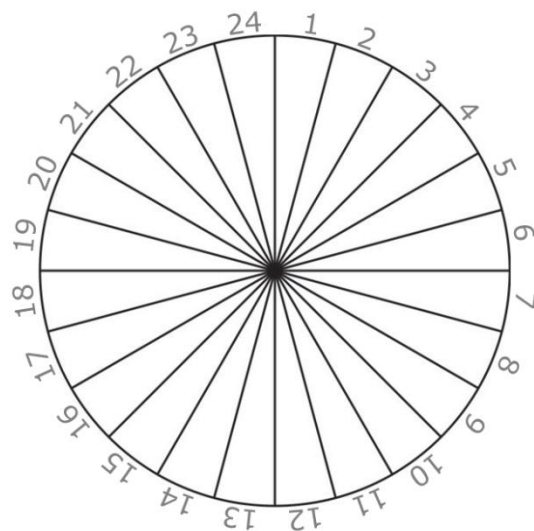
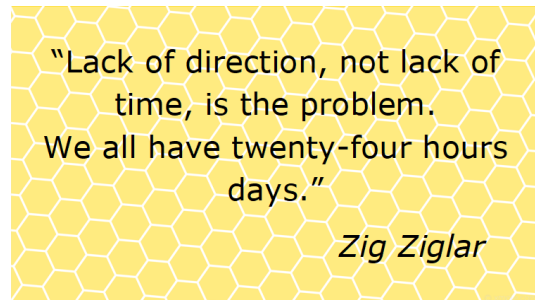
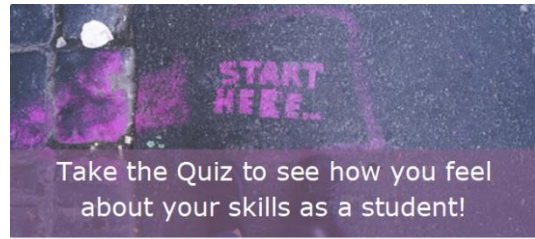
Complete [the online quiz](#) and make a note of any skills that you might want to improve.

Activity Two

Think about how you use your time. Just because you don't know your new timetable yet, doesn't mean you can't start getting into the habit of structuring your time.

Break up your day into segments, and consider the time it takes for:

- ✓ Sleep
 - ☞ Recommended 9 hours
- ✓ Eating
- ✓ Hobbies or commitments
- ✓ Rest/leisure activities
- ✓ Travel
 - ☞ It's important to consider this how much time it *will* take up
- ✓ Study
 - ☞ Over summer, this could include any preparation activities you've been giving for college.
 - ☞ During term time, the recommended independent study time is 15-20 hours per week.



2019 Results

A Level 75% A*-C grades
A Level 99% A*-E grades
BTEC L3 100% D*D*D*-PPP

one

99% of staff enjoy working at One

99% of staff are proud to work at One

98% of staff are satisfied working at One



Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8.00am - 9.30am							
9.30am - 10.30am							
10.30am - 12.00pm							
12.00pm-12:30pm							
12.30pm -1.15pm							
1.15pm - 2.30pm							
2.30pm - 3.45pm							
3.45pm - 5.00pm							
5.00pm - 6.00pm							
6.00pm - 7.00pm							
7.00pm - 8.00pm							
8.00pm - 9.00pm							
9.00pm - 10.00pm							

Stretch Activity

Watch the video below to learn about the pomodoro technique, a simple method that's proven to help student manage their time!



<https://youtu.be/z7e7gtU3PHY>



2019 Results

A Level 75% A*-C grades

A Level 99% A*-E grades

BTEC L3 100% D*D*D*-PPP

one

99% of staff enjoy working at One

99% of staff are proud to work at One

98% of staff are satisfied working at One