

Time Management - Using a Term Planner

The School's Assessment Team has designed four templates for students to use as a term planner. Each template is based on a school term. A term planner is a record of important dates for the term related to your study. It allows you to keep track of what pieces of assessment are due and how much they are worth at one glance. It can help you to manage your time more effectively by allowing you to identify your peak study load times so that you can make sure that you have plenty of time to get all your assignments done. These four templates are available on the school's website for you to download and use.

Follow these steps to use your term planner effectively:

1. At the start of each year, you will be given a course outline for each of your subjects which should detail what pieces of assessment are required for that subject, how much they are worth and when they are due. Put this information into your term planner. Write the exact week or dates that they are due. For example:

Term 3, 2019 Assessment Planner		Name: <u>Hulk Hogan</u>		Year: <u>11</u>	
Use the planner to schedule all assignments (including their % value and word limits).					
WEEK	Week Beginning	BIOLOGY	ENGLISH	BUSINESS STUDIES	COMPUTING
Week 1	22 July		Research for assignment 1.	Research for assignment 1.	
Week 2	29 July	Prac report due Thursday. Worth 10%.	Research and write up assignment 1 draft.	Research assignment.	In-class online test Monday. Worth 5%.
Week 3	5 August		Review, edit and submit assignment 1. Due Monday. 1000 words. Worth 10%.	Research and write up assignment 1 draft.	In-class online test. Monday. Worth 5%.
Week 4	12 August	Prac Report due Thursday. Worth 10%.	Research for assignment 2.	Review, edit and submit assignment 1. Due Wed. 1000 words. Worth 15%	In-class online test. Monday. Worth 10%
Week 5	19 August		Research and write up assignment 2 draft. Check online discussion.		In-class online test Monday. Worth 10%.

2. From this overview you can see when your busy times are going to be. Use this information to determine when you will begin work on a piece of assessment. For example, with five pieces of assessment due within a three-week period, it would be sensible for this student to plan to begin work on some, or all, of these pieces of assessment several weeks before they are due. These start dates can be marked on the planner.
3. Knowing how much each piece of assessment is worth will help you to determine how much time to spend on it. For example, it doesn't make sense to allocate three weeks to prepare an assignment worth 20% and only one week to prepare a major project worth 60%.
4. List other important dates and activities on your term planner. If there are important events coming up (eg. a wedding, family visit) put these into your planner. This helps help you identify if you have assessment due around that same time so you to plan to start it earlier.
5. Once you have completed your term planner put it somewhere where you can see it easily (eg. above your regular study area, taped to the front of your main study folder). It's of no use to you if it's hidden under a pile of papers or tucked into the back of a diary.
6. Refer to it frequently so that no piece of assessment just 'sneaks up' on you. Also, you may need to update your term planer occasionally as some assessment dates may change. Check with your teacher often.

S Lochen
Assessment Team Leader