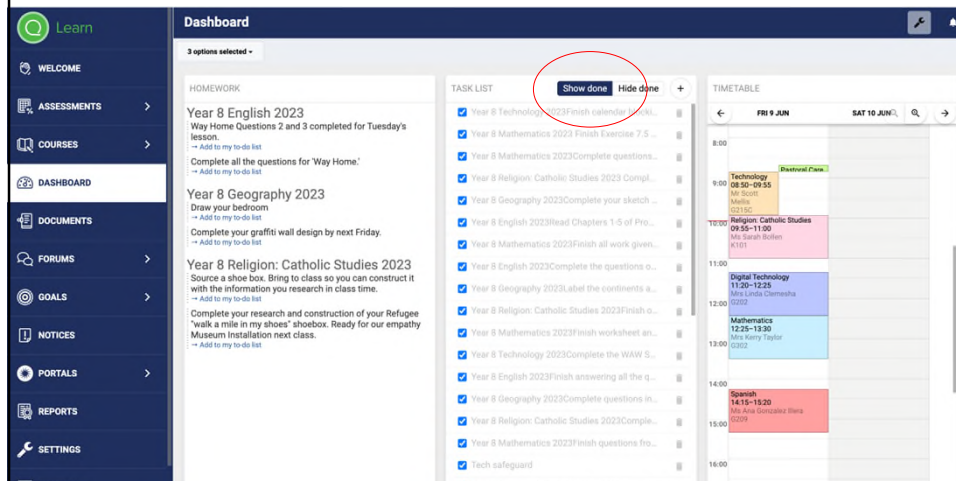


# Managing Your Workload

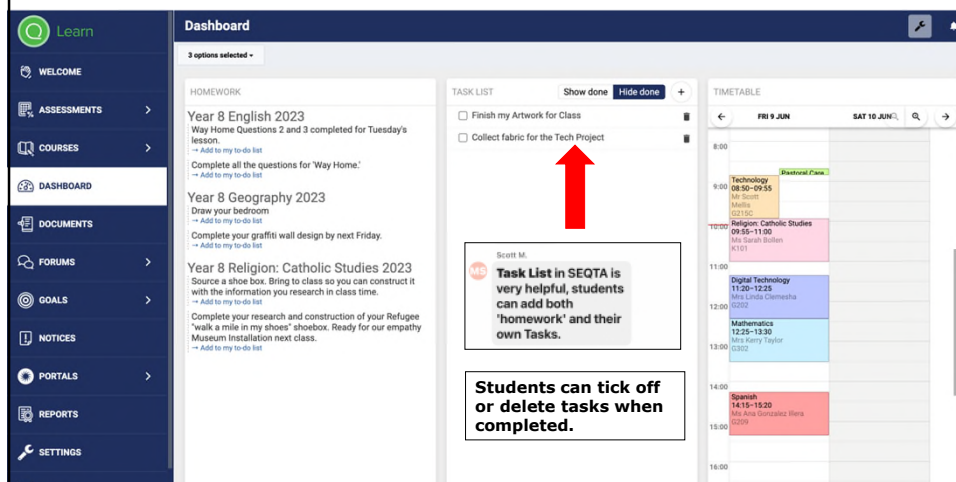
1. Do you check your homework in SEQTA everyday (clicking on the Dashboard icon) and **send homework to your task list** – and add other homework to your task list if your teacher hasn't added it?



3

# Managing Your Workload

1. Do you check your homework in SEQTA everyday (clicking on the Dashboard icon) and **send homework to your task list** – and add other homework to your task list if your teacher hasn't added it?

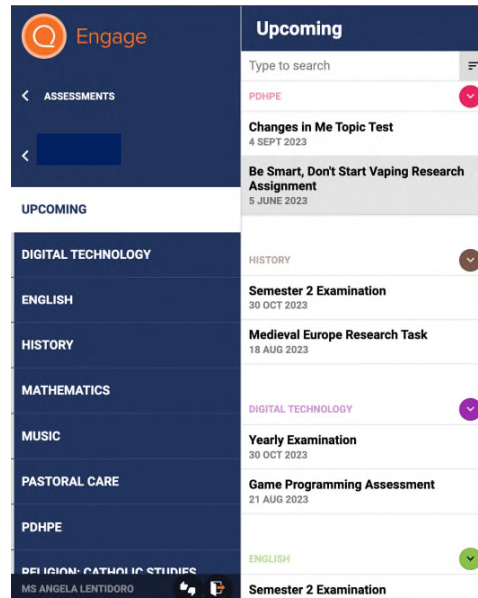


4

# Managing Your Workload

2. Do you use your paper diary at all? Maybe for planning? If not, what do you use for planning out when you will do the work for assignments and tests?

3. Do you take the assessments listed in SEQTA (under Assessments then Upcoming) or view them in your online timetable, and put these dates anywhere else? Maybe on a calendar or term planner?



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## ASSIGNMENT STEPS

- Do research, collect ideas
- Organise the information
- Do 1<sup>st</sup> section
- Do 2<sup>nd</sup> section
- Put in pictures
- Finalise presentation

***You could also add each of these steps to do the assignment s homework tasks into SEQTA.***

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## ASSIGNMENT STEPS

***You could also then put each of these steps to do the assignment as homework tasks into SEQTA.***

- Do research, collect ideas - do Tues 4<sup>th</sup> May
- Organise the information - do Thurs 6<sup>th</sup> May
- Do 1<sup>st</sup> section - do Sat 8<sup>th</sup> May
- Do 2<sup>nd</sup> section – do Tues 11<sup>th</sup> May
- Put in pictures - do Wed 12<sup>th</sup> May
- Finalise presentation – do Thurs 13<sup>th</sup> May

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[illegible]

8

TASK	DATE DUE
Science Test	3 <sup>rd</sup> May
Maths Assign	7 <sup>th</sup> May
History Project	11 <sup>th</sup> May
English Report	15 <sup>th</sup> May
French Test	18 <sup>th</sup> May

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### THIS WEEK:

Science Test	3/5	Finish notes, do end chp test
Maths Assign	7/5	Make flashcards for formulas
History Project	11/5	Do at least an hr of research
English Report	16/5	Brainstorm ideas for 1 <sup>st</sup> draft
French Test	18/5	None

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## THIS WEEK:

Science Test	3/5	Finish notes, do end chp test	MON
Maths Assign	7/5	Make flashcards for formulas	TUES
History Project	11/5	Do at least an hr of research	WED
English Report	16/5	Brainstorm ideas for 1 <sup>st</sup> draft	THURS
French Test	18/5	None	

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## THIS WEEK:

Science Test	3/5	Finish notes, do end chp test	MON
Maths Assign	7/5	Make flashcards for formulas	TUES
History Project	11/5	Do at least an hr of research	WED
English Report	16/5	Brainstorm ideas for 1 <sup>st</sup> draft	THURS
French Test	18/5	Practice speaking skills	FRI
Geog Assess	22/5	Do section 1	TUES

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## THIS WEEK:

Science Test	3/5	Finish notes, do end chp test	MON
Maths Assign	7/5	Make flashcards for formulas	TUES
History Project	11/5	Do at least an hr of research	WED
English Report	16/5	Brainstorm ideas for 1 <sup>st</sup> draft	THURS
French Test	18/5	Practice speaking skills	FRI
Geog Assess	22/5	Do section 1	TUES

At the end of the week, reassess make a new plan for the weekend. Then plan the next week. Then the next weekend....