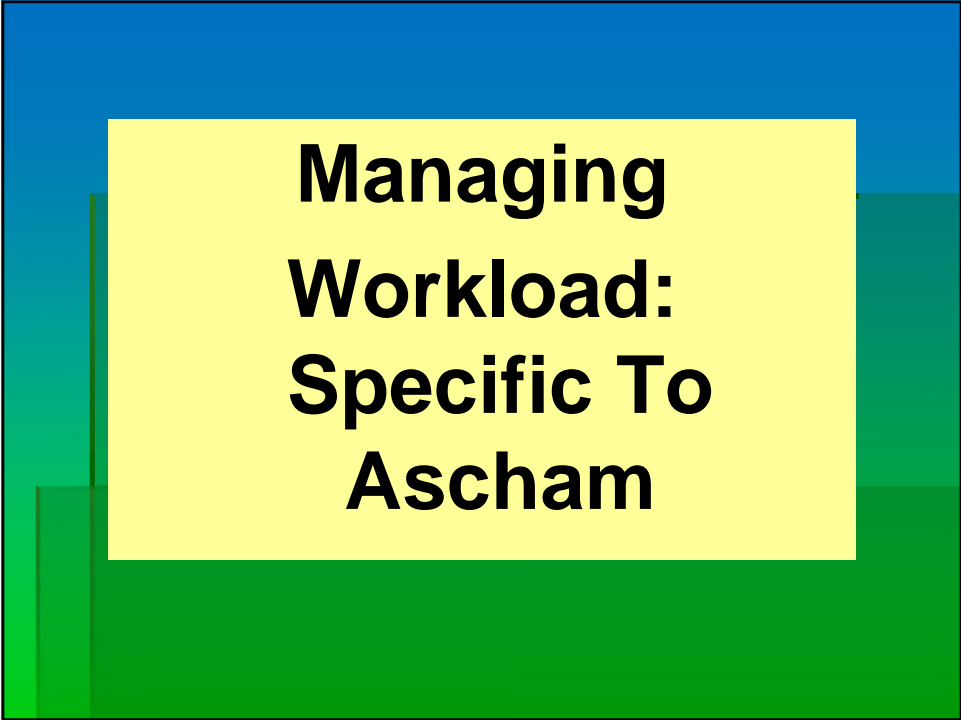


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1



Managing Workload: Specific To Ascham

2

Week 1 TASKS to be done in Studies

Tuesday 28 January
 P2: History - Quiz attempt #2
 P7: Maths - Chap 1.01

Wednesday 29 January
 P1: Science - Turn off bunsen burner!
 P6: English - Read my novel

Thursday 30 January
 Swimming Carnival! :)
 Go whitehead!

Friday 31 January
 P2: History - Quiz attempt #3
 French vocab list 4
 P5: History - check if i'm a historian yet
 P6: Math - ask about extra practice

Saturday 1 February
 Sport Venue: SIRC Lk. regatta Time: 5.30am

Sunday 2 February
 Sleep!
 Go for a walk
 Do something fun! :)

Monday 3 February
 P5: Science - write aims
 P7: English - write reflection paragraph

Done

History
 CANVAS Quiz 1 ✓
 2 ✓
 3 ✓
 Become historian

Science
 - First lab coat ✓
 - Turn off bunsen burner ✓
 - Write aims ✓

Music
 - Listen to three songs ✓
 - Learn A.E.F. on guitar ✓

French
 - Vocab list 4 ✓
 - Vocab list 6 ✓
 - Become fluent ✓

English
 - choose wide reading book ✓
 - read for 2 hours ✓
 - reflection paragraph ✓

Maths
 - Chapter 1.01 ✓
 - 1.02 ✓
 - 1.03 ✓

Art
 - Go to a gallery ✓
 - Choose artist ✓
 - Self portrait ✓

Chinese
 - learn characters ✓
 - "About me" letter ✓

Total subject/hours

Subject	History	English	Science	Maths	Music	Art	French	Chinese	Totals
In	III	III	II	I	I	I	I	I	14
Out	IV	II	I	III	I	II	II	I	15

Match those out/hours!

3

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Match those out/hours!

Annotations:

- Outline what you hope to achieve in each study.
- Note any important events for the week.
- Information regarding Saturday sport or other commitments.
- SUBJECT HEADINGS
- TICK OFF AS EACH TASK IS COMPLETED.
- TALLY 'IN' HOURS. IN HOURS ARE HOURS YOU SPENT IN STUDIES COMPLETING YOUR TASKS.
- TALLY 'OUT' HOURS. OUT HOURS ARE HOURS YOU SPENT OUTSIDE OF STUDIES COMPLETING YOUR TASKS.
- CLEARLY LIST WHAT YOU ACTUALLY NEED TO DO FOR THE WEEK. BREAK EACH ASSIGNMENT INTO MANAGABLE CHUNKS. TICK OR CROSS OFF AS YOU COMPLETE.
- TOTAL YOUR IN AND OUT HOURS AT THE END OF THE WEEK FOR YOUR FORM TEACHER TO SIGN.

4

TUESDAY

- After you have written in all your work on Tuesday morning, estimate the time involved for each subject. Maybe a star system, quick *, medium **, or will take a long time to do***.
- Consider your outside school commitments during the week and weekend, when are your busy times?
- Lots of girls knock off all the fiddly, quick to do, easy things on Tuesday night to reduce the list as much as possible.
- Then make a specific plan for Wednesday to Friday, both at home and in your study periods at school, what would you like to achieve in that time?
- Check if there are any tests: you may need to study each day for these.
- Check if there is any 'pre-reading' to be done by a certain time.
- If things have to be done by a certain time then allocate that work to a particular day.
- Remember the guidelines for your study lessons – eg practicals.

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How can parents help?

- Have your parents check the planning you have done on Tuesday – explaining your plan to them will help to clarify it to you.



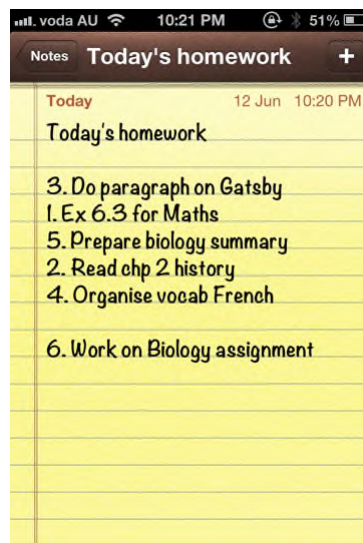
6

WEDNESDAY, THURSDAY

- Do the work you think you will find most difficult or aren't sure of on Wednesday and Thursday: so you can seek help if needed at school.
- Do a 2-3 subjects each night (rather than spending a whole night on one subject or leaving one subject behind).
- Each night make a plan before you start.

7

Planning Your Afternoon



8

TONIGHT:


4-4.30pm Science Test Finish notes Worksheet B, do end chapter test

4.30-4.50pm Maths Assign Do exercise 4-09-4-10

6-6.20pm History Assign Do work on Sparta Part A

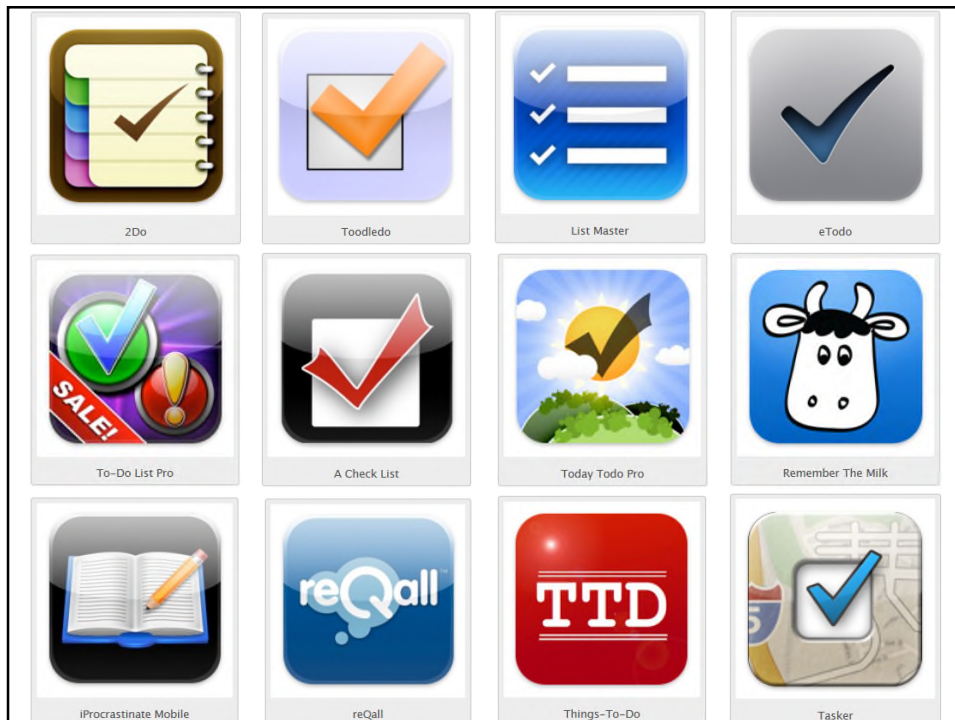
6.20-6.40pm English Assign Brainstorm ideas for 1st draft paragraphs

9



- Stickies
- Sticky notes
- Hott notes
- Freebie notes
- Notezilla
- StickyPad
- Power notes
- Quick notes
- IQ notes
- iSticky

10



11

FRIDAY

- See what is left to do and make a plan for the weekend.
- Aim to have everything finished by Sunday night so if things take longer than expected you have Monday night to complete them and Monday to ask final questions if needed.

12

MONDAY

Do one last check that everything is completed.



13

Don't go overboard on the OUTside of class hours!

Total subject/hours									
Subject	History	English	Science	Maths	Music	Art	French	Chinese	Totals
In	III	III	III	I	I	I	I	I	14
Out	III	II	I	III	I	II	II	I	15!?

Watch those 'out' hours!

Recording your OUT hours correctly also helps each department keep track of how long the work is taking students to do so they can address it if there is too much work. Should not be more than 10 hours.

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