YEAR 7 STUDY SKILLS

Getting Organised for High School

Set up your week, your bag and your space so nothing gets forgotten

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Name: _____ **Date:** _____ **Score:** _____ / 7

Five habits of organised students

- Write every task in ONE place (a planner or diary), the moment it is set.
- Pack your bag the night before using your timetable.
- Keep a homework spot with everything you need: pens, calculator, charger.
- Check your planner at the start and end of every school day.
- Break big jobs into small steps with their own due dates.

Choose the best answer.

1. Your teacher sets homework at the end of class. What should you do first?
   (a) write it in your planner straight away (b) try to remember it (c) ask a friend tonight
2. When is the best time to pack your school bag?
   (a) the night before (b) while running to the bus (c) at lunchtime
3. Why use only one planner instead of several bits of paper?
   (a) everything is in one place so nothing gets lost (b) it looks neater (c) teachers check it
4. An assignment is due in three weeks. The smartest plan is to...
   (a) start the night before (b) wait for a reminder (c) break it into steps with mini due dates

True or false?

5. Checking your planner once a week is enough. True False
6. A tidy study space can help you focus. True False

My weekly planner. Fill in your classes, homework and activities.

Day	Homework / tasks	Due	Activities after school	Done
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				

Reflect.

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7. What is one thing you often forget? How will you stop forgetting it?

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Choose the best answer.

1. a) write it in your planner straight away
2. a) the night before
3. a) everything is in one place so nothing gets lost
4. c) break it into steps with mini due dates

True or false?

5. False
6. True

Reflect.

7. I forget my PE uniform, so I will pack it the night before when I check my timetable.

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