

Friday 19th June

Today we will look at different ways of using and managing your time, both at home and at secondary school, to help you feel more organised. Read Lottie's story and answer the questions in the way that you think would help her best.

Secondary School Organisation

Lottie's Story

Lottie has woken up on a Thursday morning; she has started getting ready for school. During the day, she also needs to post her grandma's birthday card, empty the dishwasher, buy some milk and walk the dog.

These all need to be finished by the end of the day!

Task 1

Lottie has lots of things to do, both at school and at home!

One thing we can do to help us remember is make ourselves a to-do list.

What does Lottie need to put on her to-do list, and in which order do you think would be best?

Task 2

On her way to school, Lottie starts thinking about the day ahead of her. She has lots of different lessons: Double Science, English and History. Probably not in that order though. She felt quite happy, because History & English were her favourite subjects.

So she can remember the order of her lessons, Lottie has a timetable. Can you complete the empty sections for her, so she knows what she is doing today? (Reread the page above if you have forgotten what day it is for Lottie!)

Double Science - 1.00-3.00 (Remember when we have a double lesson, it means 2 lessons put together).

9.20 - English

10.40 - 11.40 - History

	Monday	Tuesday	Wednesday	Thursday	Friday
9.00 - 9.20	Tutor time	Tutor time	Tutor time	Tutor time	Tutor time
10.00 - 10.20	English	Geography	Art		Music
10.20 - 10.40	Break	Break	Break	Break	Break
10.40 - 11.40	Drama	English	Maths		English
11.40 - 12.40	Lunch	Lunch	Lunch	Lunch	Lunch
12.40 - 1.00	Tutor time	Tutor time	Tutor time	Tutor time	Tutor time
1.00 - 2.00	Science	Maths	Science		P.E.
2.00 - 3.00	Science	PE	R.E		D.T (Pizza Making)

Top Tip! A good way not to get muddled up with your timetable is to give each subject a colour and colour them in. That way you can see what subjects you have at a glance.

Task 3

At school, Lottie is given 3 more pieces of homework. She already has some that she hasn't started at home! She lists them in her planner to look at when she gets home.

Lottie's homework needs to be prioritised (this means it needs to be done in the order that it needs to be handed in) so that it is all done in time.

Look at the deadlines and prioritise when she needs to get it completed by. Remember, you should aim to get work completed at least the night before, if not earlier if you can.

Which should she do first? In what order should she do the rest?

My Homework:

English - due Friday

Maths - due Wednesday

Science - due Wednesday

Music - due Friday

History - due Monday

Geography - due Tuesday

Task 4

Lottie needs to get the bus home. She gets the number 45 bus. She is lucky as her home is only a 5-minute walk from the bus stop and the bus stops right outside her school.

Her school day finishes at 3.00 pm, but today she is staying for another hour to go to Trampolining club. She will get the number 45 bus from Turves Green, and get off at Priory Road.

What time will she be able to get the bus from Turves Green, and when should she arrive at Priory Road?

Will she be back home in time for 5.00 pm?

	47	45		47	45	47	45	47	45		47	45	47	45	47	45		
Longbridge opp Sainsburys	1054	-	and then at these mins past the hour	14	-	34	-	54	-	until	1614	-	1635	-	1656	-		
Turves Green Moorpark Rd	1058	-		18	-	38	-	58	-		1618	-	1639	-	1700	-		
Longbridge opp Sainsburys	-	1057		-	17	-	37	-	57		-	1617	-	1638	-	1659		
West Heath Alvechurch Rd	-	1105		-	25	-	45	-	05		-	1625	-	1646	-	1707		
Kings Norton Station	1107	1117		27	37	47	57	07	17		-	1627	1637	1648	1658	1709	1719	
Edgbaston Priory Road	1122	1132		42	52	02	12	22	32		-	1642	1652	1703	1713	1724	1733	
City Centre High Street	1133	1143	53	03	13	23	33	43	-	1653	1703	1714	1723	1734	1743			

Task 5

It is very important to make sure you have everything you need for the next day, which you should pack as soon as you have completed your homework (unless it is food). Even though you may be tired, it is better than rushing around in the morning.

Look at Lottie's timetable for the next day. What will she need to take in to school with her?

	Monday	Tuesday	Wednesday	Thursday	Friday
9.00 - 9.20	Tutor time	Tutor time	Tutor time	Tutor time	Tutor time
10.00 - 10.20	English	Geography	Art		Music
10.20 - 10.40	Break	Break	Break	Break	Break
10.40 - 11.40	Drama	English	Maths		English
11.40 - 12.40	Lunch	Lunch	Lunch	Lunch	Lunch
12.40 - 1.00	Tutor time	Tutor time	Tutor time	Tutor time	Tutor time
1.00 - 2.00	Science	Maths	Science		P.E.
2.00 - 3.00	Science	PE	R.E		D.T (Pizza Making)

Answers

Task 1

Empty dishwasher - Before I leave the house

Post Grandma's card on the way to bus stop

Buy milk - on the way home, so it doesn't go off

Walk dog - when I get home

Task 2

	Monday	Tuesday	Wednesday	Thursday	Friday
9.00 - 9.20	Tutor time	Tutor time	Tutor time	Tutor time	Tutor time
10.00 - 10.20	English	Geography	Art	English	Music
10.20 - 10.40	Break	Break	Break	Break	Break
10.40 - 11.40	Drama	English	Maths	History	English
11.40 - 12.40	Lunch	Lunch	Lunch	Lunch	Lunch
12.40 - 1.00	Tutor time	Tutor time	Tutor time	Tutor time	Tutor time
1.00 - 2.00	Science	Maths	Science	Science	P.E.
2.00 - 3.00	Science	PE	R.E	Science	D.T (Pizza Making)

Task 3

History - do at the weekend - hand in Monday

Geography - do Monday - hand in Tuesday

Maths and Science - do Tuesday - hand in Wednesday

English and Music - do Wednesday and Thursday - hand in Friday

Task 4

She can get the bus at 16:18 (4.18pm).

She will get to Priory Road at 16:42 (4.42).

She will be back in time for 5pm.

Task 5

She will need her English and Music books, PE kit and any ingredients for Pizza making. If she wants a packed lunch, she will also need to pack that.