

# Get organised!

Read through these tips for organising yourself and your work. Rank them in order of usefulness from 1 to 12. Compare your ranking with a partner. Do you agree? If not, why not?

<p>Keep a list of 'to do' things and tick them off as you go along throughout the day.</p> <p style="text-align: right;"><input type="checkbox"/></p>	<p>Prioritise your work and set dates to complete each piece, making sure these are realistic.</p> <p style="text-align: right;"><input type="checkbox"/></p>	<p>Make sure you sleep for at least eight hours a night or as many hours as you need to feel okay.</p> <p style="text-align: right;"><input type="checkbox"/></p>
<p>Know and use your learning styles and strengths in all your work activities.</p> <p style="text-align: right;"><input type="checkbox"/></p>	<p>Make up a study calendar every week and try to keep to your targets.</p> <p style="text-align: right;"><input type="checkbox"/></p>	<p>Make sure you have a good place to work and concentrate with minimal distractions.</p> <p style="text-align: right;"><input type="checkbox"/></p>
<p>Try to avoid using your mobile when you are working and leave it in a place where you can't see it.</p> <p style="text-align: right;"><input type="checkbox"/></p>	<p>Set clear time limits for each activity and try to keep to them.</p> <p style="text-align: right;"><input type="checkbox"/></p>	<p>Don't keep comparing yourself to others who work differently or approach activities differently to you.</p> <p style="text-align: right;"><input type="checkbox"/></p>
<p>Set out all the things you need for your work tasks the night before.</p> <p style="text-align: right;"><input type="checkbox"/></p>	<p>Eat, rest, play and work in a balanced way.</p> <p style="text-align: right;"><input type="checkbox"/></p>	<p>Plan regular breaks and rewards when you are working/studying and use these wisely.</p> <p style="text-align: right;"><input type="checkbox"/></p>



## Photocopiable:

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