



GUIDANCE LESSON #1

September 3, 2014

Objective: Study Skills—Organization

“If I spent as much time doing the things I worry about getting done as I spend worrying about doing them, I wouldn’t have time to have anything to worry about.” --Beryl Phizer

Those people who find schoolwork easy are those who can organize their work:

- They are able to work on their own;
- They can fit their work to a flexible timetable;
- They are willing to stick to it.

Wise use of time is the key to success – and not just in terms of schoolwork. Your time must be divided up in many other directions.

For example, how much time do you devote to the following?

Draw up a table like this, complete it, and see.

Activity	Hours per week
School	
Homework	
Part-time jobs	
Household chores	
Sport	
Relaxation	
Sleep	
Meals (including snacks!)	
Other activities?	
TOTAL	

So what was your total?

There are, of course, 168 hours in a week! How is YOUR time divided between

important and unimportant
 useful and useless
 productive and unproductive