

Weekly planning – Methodological card – Annex 2

How to organise my work		Methodological card
1	Proverb : Do not put off till tomorrow what you can do today	
2	Reread your course <u>the day before you need it in the class</u>	
3	Note the work <u>deadline</u> in your diary	I use colours : - green : written homework - red : study, evaluation
4	Estimate your needed time to make the job and try to respect it	I always can modify my planning if I need more time
5	Respect your planning	
6	Fill in the « work to be done recap » box	Use signs/symbols to identify if the work is done, not finished or to be done
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How to organise my work

« Work in progress » card

What the homework concerns :

In case of significant homework, you can **divide** it into several parts and **plan** it on a few days

- **I sit down** comfortably in a quiet area, with good lightening and without any distraction
- I take my course and material (sheet, pen or pencil...)
- **I read** what my homework concerns
- **I read** the homework instructions
- I use my **course**, my **synthesis/summary** to do my homework - when useful

To study:

It's better to **divide** the whole stuff into several parts and plan the study on several days

- **I sit down** comfortably in a quiet area, with good lightening and without any distraction
- I take my course and material (sheet, pen or pencil...)
- **I read** what I have to study - globally
- **I divide** the whole stuff in several parts, taking quantity and time into account
- If useful I can have some breaks
- **I make** a synthesis or a summary, **I use** colours...
- Every day, **I check** that what I studied the day before is still well-known
- **I study** the next parts