

Step 3: Create an action plan

Creating short-term goals is likely to require a more specific, detailed list of actions than long-term goals.

Once you have an action plan, discuss it with your teacher or parents to see if your study plan is realistic, or if you need to adapt it.

Examples of action plan aspects:

- ✓ Create a study timetable to plan your time and break your coursework down into manageable daily chunks
- ✓ Plan a weekly schedule for study, exercising and relaxing to help you get into a organised rhythm
- ✓ Set deadlines for specific smaller study goals, such as finishing a big chapter or completing an old exam paper
- ✓ Get up at the same time every morning to create routine in your day
- ✓ Find a friend who you can check in with daily for a quick chat or pick me up, just to keep each other going

Goal	To be achieved by	How I'm going to do it
Get up at the same time every day	From Day 1	<ul style="list-style-type: none"> ✓ Set two alarm clocks – keep them away from bed so that I have to get up to put them off ✓ Go to bed at a decent time and get enough sleep ✓ Eat healthy foods every day to sustain my energy levels ✓ Ask my parents to make sure I wake up ✓ Organise my desk and study materials the night before so that there aren't reasons to procrastinate in the morning
Finish the coursework I set myself and test myself on it at the end of the each day	End of each day	<ul style="list-style-type: none"> ✓ Make sure you have all your study material and coursework done and available before you start studying ✓ Ask yourself questions as you go and make notes of important bits ✓ If needed, meet with a friend to quiz each other on the day's study section ✓ Follow my study timetable closely to keep on track ✓ If I feel any anxiety or stress, take a short break to walk outside, breathe deeply and reset your mind ✓ Talk to a parent, teacher or friend if I suddenly feel completely overwhelmed

GET IN TOUCH

If you're ever unsure or want to chat to someone, get in touch with one of our mentors by emailing letschat@skillsroad.com.au

