

# MANAGING HOMEWORK EFFICIENTLY

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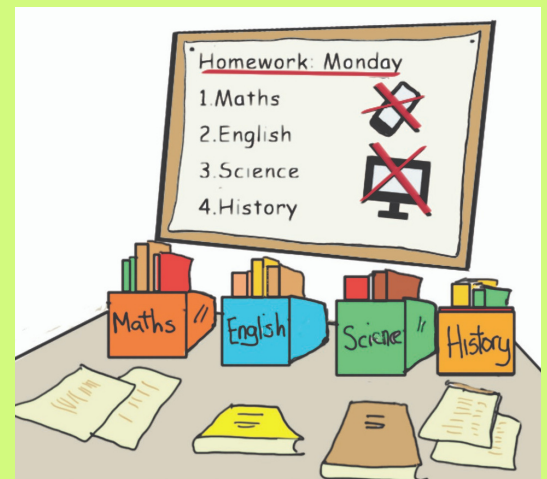
Homework, or Home Learning as some schools now prefer to call it, serves many purposes. It may be to consolidate or check or extend the learning from the day, or prepare for the learning to come in subsequent days. It could be to do with longer term work such as assignments or preparing for tests and examinations. It could also be to create new thinking pathways in the brain and developing new skills.

## 1. GET ORGANISED STRAIGHT AWAY

As soon as you get home unpack your bag before you have a break and something to eat. Lay out all the work first. It is easier to get started if you have everything ready to go.

## 2. PRIORITISE AND PLAN

Before you start work, write a list of what needs to be done and decide what order you will do it. Focus on what is most important, not just what subject you like best! Also write down how long you think each task will take to do.



## 3. DEVELOP THINKING PATHWAYS

Keep in your mind that it is all about learning. Try and look beyond the actual content to what type of skill this homework might be developing in you – analysing, critical thinking, writing skills, or problem-solving skills for example.

## 4. CHUNK TIME INTO FOCUSED BLOCKS

Do your work in 20-30 minute blocks with no distractions during that time. So switch off the TV, turn off your phone for that 20-30 minutes. When you just focus on the work that needs to be done you'll be amazed at how much work you complete. Of course if you are on a roll, you can keep going past the 30 minutes.

## 5. ALTERNATE AND CHIP AWAY

If there is a task you really don't want to do then alternate this with a task you enjoy doing. For example, 15 minutes on the homework you like, 5 minutes on the homework you don't like. When you chip away at it you will be surprised how quickly you get through the work.

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