

Be a super WESTIE through organisation!

Being organised helps you be **an active learner**.
Setting a goal helps you to be **more successful at a task**.
Planning helps you to **have enough time to get a job done**.

Ways you can be organised at school:

- Set yourself a goal to do your best in your school work.
- Listen carefully to teacher's instructions
- Understand the instructions before you start work
- Plan your time so that you are not rushed
- Have all your equipment ready
- Keep track of your assignment's due dates
- Keep your desk and tidy tray clean and neat
- Schedule regular reading time at home

