






Top tips for managing your workload

1. Check Google Classroom classes rather than look at your emails. 
2. Use the timetable you have for school, to work out what lesson classwork to do that day.
3. Have a daily or weekly list of tasks which you cross off as you complete them, this can be a good motivator. 
4. Use your [Google Calendar](#) to check when your work is due.
5. Use your homework diary.
6. If you are struggling with workload in any of your subjects [please comment under the assignment](#) and let your teacher know, they are happy to help.
7. Work in short chunks of 30 minutes and take short breaks (10 minutes) to break the day up.
8. Reward yourself during your short breaks for the amount of work you have completed.
9. Allow time to relax in the day - complete work earlier in the day so you are not submitting work late at night.
10. Develop good sleeping habits. Have a regular bedtime and wake up. It also helps to put your devices down at least 30 minutes before bed to help wind down before you go to sleep.
It is even better to leave them downstairs. 
11. Aim for a morning and afternoon school work session. Do not try working from 8am - 2.30pm.
12. Go out of the house for some daily exercise. It boosts your physical and mental wellbeing.