

CLF Post 16 Class of 2023 The Build Up to Exams





How to use this book

To spread out exams both AS and A Level exams are starting early again this year. From the start of Term 4 there are now less than 50 school days before external exam season begins.

There are some very early exams such as Finance and Art but the main exam starts with the **first AS exam on Monday 15th May, and the first A Level exam starting only 2 days later**. That's just 4 weeks after Easter. This guide is designed to help you prepare for your exams. Take some time to read through it and consider the advice and guidance that it contains.

- The most important message is to use time effectively. Create a revision timetable. This will help to organise your mind and focus your approach to your exams.
- A 'contingency day' has been set for the 28th June: this is set nationally as a day which exams *could* be transferred to in an emergency. So you need to make sure you are still available right up to this day: don't go booking any holidays!
- You will need to check your Emails for the arrangements later in the summer, but for now, add these dates to your diary: results for AS/ A Level, BTEC & Cambridge Technicals on 17th August 2023 & results for GCSE on 24th August 2023
- Take a look at the revision advice that's included and try to include it into your way of working.
- Think about how you're going to look after yourself. Exams can be stressful and it's important that you are looking after both your body and your mind. It's ok to feel anxious; let us help you to develop strategies to cope with this and to remain focused and on top of your game this summer.

Remember to keep a diary of all your deadlines and any support sessions that can help you make progress. You might not want to give up time over the Easter holidays but a small sacrifice now will have a huge positive impact on how you achieve this summer.

You've got a fantastic team who are desperate to see you succeed this summer, don't hesitate to speak to a Head of Post 16, your Head of College, Academic Mentor or class teacher if you need any help or support in the coming weeks: we're all here to help.

Good Luck!





Class of 2023 A note from your Principal...

Dear Students,

It doesn't seem that long ago that you enrolled with the CLF Post 16 and started your journey with us. The time has certainly flown by and there have been many different parts to your study with us which I hope you feel has brought a positive student experience and provided you with support during your time in Year 13.

The time is soon to pass and in 50 days the exams will begin, coursework deadlines will all be met, grades will be submitted and the final part of the journey; the exam season will be upon us. You can then relax and enjoy the wait for your futures to unfold.

This period of examinations can be very stressful and it is important that you all look after yourselves; make sure you prepare well so you can conquer any question. Make sure you relax too as this will manage your possible anxiety and stress levels. *No more than 20 minutes a day on social media or YouTube though!!!*

The next stage for you is an exciting one and so we need to get these next 50 days right. Some of you have apprenticeships secured or are looking now, others have university offers and need certain grades. So let Post 16 help you; use the space we provide for private focused study, attend the extra sessions and masterclasses – teachers are the greatest resource you can have. Set up peer study groups for support, practice exam questions and then use the mark scheme to check your answers. Get help, if you need it, now, not in 2 weeks! Keep asking your teachers and take advantage of their expertise.

I have always said "what you put in is what you will get out" so in the final build up to your success go the extra mile, it will be worth it. I would like to wish you all well and the warmest "Good Luck"

Remember you are all amazing, have huge potential and will change the lives of others when you leave us. Good luck, and thank you for being the fantastic students you are.

Kath







Well, it's certainly been quite the journey!

A great deal changes in two years and it has been a pleasure working with you and watching you grow as learners but also as people.

Congratulations for keeping it together when the going got tough and for having the determination to succeed. Remember, seize opportunities, see the world and believe in yourself; the world's a big old place, it's your turn to conquer it!

Best of luck, you deserve it.

You have been amazing! Your perseverance will stand you in good stead - you will achieve amazing things - work hard, stay strong and good luck!





Katy

It has been a pleasure to get to know you.

As you come to the end of your Post 16 journey and move onto the next stage of your life, I wish you all good luck!

Leanne



Words of Wisdom...

"Don't lose sight of the fact that there is life after exams" Kate Brisley "Good Luck to all my students, just remember that the effort you put in now is what gives you choices in the future."

The harder you work for something, the greater you will feel when you achieve it. Mrs Boyce

To the whole of year 13 the very best of luck! Prepare well, look after yourself and address your gaps in knowledge so you feel good that you really did give it your best. Mrs Preece

Don't look back with regrets. Work hard believe in yourself. Make every day count. You can make a difference now.

Believe in yourself. You are braver than you think, more talented than you know, and capable of more than you imagine

See your time with post 16 as a journey, for some easier than others, and you have made it this far so that all remains now is getting the best results you can. Remember that hard work is exactly as it says, hard! So get cracking and guarantee your success this summer.

In the words of Operatic Soprano Beverly Sills "There are **no** shortcuts to any place *worth going*." Good Luck -Mrs Sheardown

Knowledge, Application, regular BLTs mixed with balanced judgement= the recipe for a healthy Business exam

'You've worked really hard on developing your skills keep practicing them to ensure you can demonstrate them to the examiners' -Applied Science

Remember to show your working so the examiner can clearly see what you have done and how you have got your answer.

Mrs Finlayson

No student in the history of exams collects their results and wishes they had done *less* revision. Regardless of results, you should be able to take pride in the fact that you've done your best.



Befriend your calculator - while it won't tell you what to do, there's a huge amount it can do to help you. Think about how you, personally, learn Maths - and then put in the time to make that happen. The Maths team

"Throughout life, in whatever scenario, more success and opportunities come your way when you turn up all day, every day" Mr Crow

Trust me when I say 'you've got this' You've worked so hard and the end is in sight, good luck!! Mrs Emms

'Chemistry is hard but you are all capable of success - just keep working on your weak areas while practicing your strengths' Mrs Rowley



"Ultimately, don't lose sight of the fact that there is life after exams, things might seem intense right now but it won't last forever!

Mr Elliott

How to revise...

What is the Chunking Technique?

Chunking is the process of taking individual pieces of information (chunks) and grouping them into larger units to help you remember them. How to chunk...

- Identify topics or sections of work with similarities/patterns,
- Organise the information into chunks.
- Group information into manageable units and create a summary to memorise the links with a mindmap or a 'Review sheet'- a single side of A4 where you condense all the key information relevant to that topic
- Information becomes easier to regularly review, retain and recall.
- Improves our creativity: add colour, doodles & relevant images

Learning must be ACTIVE

Don't just read through or copy out your notes. Try different ways of actively engaging with the topic:

- Create Flashcards: They engage in 'Active recall' this creates stronger connections for your memory to
 recall information. They help you memorise facts quickly. Use different coloured cards or pens for each
 subject or topic. This can help your brain to make links between categories of information BUT....Ensure
 that the flashcards have a question or key term on one side and the answer or definition on the other: the
 flashcard must work the memory.
- Create Mindmaps: again this can be an active approach. Creating eye-catching, bright maps that show whole topics and identify the links between ideas within the topic can help you learn, and also gives you a useful resources to revise from. You can also use this as a technique for testing yourself: try creating one quickly and compare it to your notes on the topic. Check out this introduction to mindmapping: <u>https://www.youtube.com/watch?v=wLWV0XN7K1g</u>

The 'Interleaving' technique

Check out this video introduction: https://www.youtube.com/watch?v=WbDpYMp8F6o

Each time you revise information it **strengthens** your memory **recall**. So By **coming back and revisiting material** from each topic several times, in short bursts, you can increase the amount you remember in the exams. This is because the time in between allows you to forget and re-learn the information, which cements it in your long-term memory. How to interleave...

- Decide on the key topics you need to learn for each subject.
- Break units down into small chunks and split these over a few days rather than revising one whole topic all at once.
- Create a revision timetable to space your learning and come back to go over each topic several times.

Create the perfect revision plan

- 1. Go through each syllabus, identify what you know & don't know and prioritise where you need to focus your time: subjects, topics!
- 2. Plan what you are going to revise and when with a timetable. Choose a mixture of subjects & topics to focus on each day & space them out.
- 30-40 min chunks of activity to take in information. Eg write flash cards or mind maps for topics. Take a look at the 'Pomodoro' Technique: how could you make this work for you? <u>https://www.youtube.com/watch?v=mNBmG24djoY</u>
- 4. Practice testing: test yourself with quizzes or with friends/family.
- 5. Exam questions: complete an exam question or questions on the area you have reviewed and mark this yourself using a mark scheme.





The chunking process

BUT HOW DO YOU GET IT TO STICK??

Try these approaches to revision and see which ones work for you

- Flashcards: Taking one topic at a time, identify a fact that you do not know, write the question about it on one side of the flashcard and the answer on the other side. Do this for 20 topics then look up The Leitner method <u>https://www.youtube.com/watch?v=C20EvKtdJwQ</u> and use it to learn these facts.
- 2. Take a page of your notes/textbook and put them into Cornell notes https://www.youtube.com/watch?v=ErSjc1PEGKE
- 3. Read a page of your textbook and transform the information into 5 key words why have you chosen those words?
- 4. Reduce a topic into 6-10 shorter points draw lines of connection between items that link together and annotate what each link is.
- 5. Turn your notes into pictures/symbols and talk through what the pictures represent.
- Rank a set of ideas from the easiest to learn to the most difficult. Take a difficult idea and transform it into a diagram/flow chart/fewer words/images/audio recording.
- 7. Mind Movie task: ask a friend to read out a passage that you are working from, draw images as they read. Now, using your pictures, turn your pictures back into text, or explain back to them what they have read.
- 8. Read through your notes on a topic and chunk the learning into 20 'bites' and rank them in order of confidence/importance, then explain your ranking.
- 9. Create a mind map to note down the key points about a topic. Then explain connections between these. <u>https://www.youtube.com/watch?v=wLWV0XN7K1g</u>
- 10.Using a search engine, find 5 images related to a topic area of your choice and write 5 key words for each image.
- 11. Take a Topic and try 'Thinking Hard' by creating a summary on a side of A4 with the following headings:

Prioritise: Take a topic and summarise it with three sentences which capture the most important messages. Rank them 1-3 briefly explain the number

Reduce: Reduce the key information into 12 words

Transform: Transform this information into 4 pictures or images (no words allowed)

Categorise: Sort this information into three categories. Highlight and think of a suitable title for each category.

Extend: Write down three questions you'd like to ask an expert in this subject

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10 steps to creating the perfect revision space!

Get rid of the clutter

Having an untidy desk and room will make it harder to find things, stress you out and present an easy way to procrastinate. Your first priority when setting up a study space should be to get everything as organised as you possibly can.

Keep distractions away

What are the things that most commonly distract you from work? Write down your answers to this question and then make sure none of them are anywhere near the area where you're going to be revising. Television, computers and phones are the obvious ones to avoid.

Get comfy

No-one wants to be spending hours every day in a space that isn't actually comfortable. While it's not advisable to do your revision in bed, you should definitely be working somewhere that's comfy enough for you to get absorbed in your work.

Let there be light

Lighting is one of the most important things to a room's mood and you should try and find the right level for you. Make it too dark and you'll be straining to read your notes and tiring yourself out. However, lights that are too bright can leave you feeling overstimulated and may contribute to headaches or stress. Try and get as much natural light as possible to minimise these negative effects.

Set the noise levels

How your revision space sounds is just as important as how it looks. Some people will find that they need background noise to get any work done while others will benefit from perfect silence. Whatever your preference, you should try and find a place where the noise will be consistent and suited to your tastes.



Personalise it

If you're going to be spending hours every day in one place, you should definitely add some personal touches to it. Leave some photos or items of personal significance close by to help keep you grounded and inject some colour to boost your mood. It should be your zone - do whatever will improve it for you!

Make it easy to manage your time

A clock should be easily visible from where you are sitting, ideally an easy-to-read digital one and not a smartphone (otherwise you may be unable to check the time without checking your Snapchat as well).

It is also good to keep a revision schedule close by so you always know what you should be doing and how long you should be spending on it.

Get your supplies ready

Your revision will be broken up constantly if you keep getting up to find the stationary and snacks you need to keep your work flowing. Ensure that you have everything you will require on a regular basis close to hand and you'll save yourself time and energy that is better spent studying or taking a proper break.

Maintain it

Setting up your dream study space is only half the battle. It's vital that over the days and weeks you don't allow it to become messy and disorganised. Don't leave out books or work that you don't need urgently and dedicate five minutes every morning to cleaning up the room you'll be working in.

Be productive

It's easy to convince yourself that you're being really productive when you're creating a study space but it can sometimes become a form of procrastination itself. Remember that the most important thing about having an area to revise in is that you actually do some revision. If you find yourself organising your post-it notes for the fifth time in an hour, you might not be getting the best use out of your time!

"Don't lose sight of the fact that there is life after exams"

Exam Stress

A little bit of stress can be a good thing as it motivates us to knuckle down and work hard. But exams can make stress levels get out of hand, which can stop us from performing to our best, so it's important we address it and get it back under control.

Symptoms of stress:

- Difficulty getting to sleep or difficulty waking up in the morning
- Constant tiredness
- Forgetfulness
- Unexplained aches and pains
- Poor appetite
- Loss of interest in activities
- Increased anxiety and irritability
- Increased heart rate
- Migraines/headaches
- Blurred vision
- Dizziness

How to manage exam stress for students:



- Learn to recognise when you're stressing out! A break or a chat with someone who knows the pressure you're under will get things into perspective.
- Avoid comparing your ability with your friends. Everybody approaches revision in different ways so just make sure you've chosen the best method that works for you.
- Eat right (fresh fruit and veg and have a proper breakfast). Fuel your brain as well as your body noone can think straight on coffee/energy drinks/chocolate!
- Sleep well, wind down before bed, try and get your eight hours. Don't revise under the duvet, your bed is a sanctuary not a desk! Ideally no electronic devices after 10pm will ensure better sleep.
- Exercise physical activity is the best thing to de-stress the mind; build this into your timetable.
- Quit bad habits: cigarettes and alcohol never stopped anyone being stressed for long.
- Panic is often triggered by hyperventilating (quick shallow breaths) so if you feel yourself losing control during an exam, sit back for a moment and control your breathing (in through the nose and out through the mouth counting to five each way).
- Steer clear of exam 'post-mortem' it doesn't matter what your friend wrote for Question 3(b), forget about it and move on!

Ultimately, don't lose sight of the fact that there is life after exams; things might seem intense right now but it won't last forever!

Useful websites:

https://www.thestudentroom.co.uk/revision/exams/dealing-with-exam-stress https://www.minded.org.uk/families/index.html#/ https://www.youngminds.org.uk/young-person/coping-with-life/exam-stress/



Here to help



Control what you can control

We know that the run up and especially the day of an exam can be a stressful time for students and want to make sure that you feel as prepared as you possibly can be. Don't be afraid to ask for help but also think about the simple things you can do to help yourself.

- EAT WELL! It is important that your focus is on the exam paper in front of you and not on your stomach. It might sound like a cliché but in the case of morning exams breakfast really is the most important meal of the day so make sure you eat it! We will be serving breakfast in the Cabot Eye canteen every morning during the exam period, come along and grab a snack.
- AVOID THE SUGAR CRASH! Please, avoid sweets, chocolate and particularly energy drinks before an exam. These have the opposite effect to what you might expect. Yes, you might feel great for 20—30 minutes but when this short-term effect wears off your body will experience a sugar crash that is very hard to get over, especially when you're stuck in a 2-hour exam. You will find it difficult to concentrate and your concentration will be significantly reduced.
- SILENT STUDY. If you need peace and quiet and a place to concentrate in those final minutes before your exam then head to the silent study room in JCA. We'll be opening it up before every exam.
- **STUDY GROUPS.** If, however, you prefer to be with friends and students studying the same subject as you then head into the media room for last minute workshops and study discussions with your peers and teachers.
- KNOW WHERE YOU'RE SITTING. Avoid an unnecessary panic about finding your seat number by checking your exam timetable in advance. It might sound insignificant but marginal gains are often what make all the difference in stressful situations.
- Make sure you wear your LANYARD, a see through pencil case with all the equipment you need, a couple of BLACK pens, and a bottle of water with no labels.
- **GET HERE ON TIME.** Hopefully this one is obvious but please ensure you arrive at JCA at least 30 minutes before your exams. This allows us register you and avoid unnecessary worry for you.







How to take a study break

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There's more to effective revision than the work. To make the work times productive and avoid burn-out, it's essential that you put as much effort into your resting as you do into your working. Use these tips to make sure you have the most energising study breaks that you possibly can.

Get active

It's pretty difficult to get away from sitting down when you're revising. Unfortunately, being hunched over a desk or laptop can be really unhealthy in both the short and long term. The best way to counteract this is to build little bits of activity into your schedule. Use your breaks to stand up, stretch and walk around. You'll be amazed at how much it can do to make you feel positive.

Get away from your workspace

If you spend both your working hours and your breaks sitting at a laptop, the two can start to blur into one. The best way to avoid this is to get away from your study zone. Find a reason to go into another room or just go for a quick walk. This will give you a quick hit of exercise and will help you keep your relaxing separate from your work (and therefore more enjoyable!).

Have something to eat and drink

It's crucial that you keep yourself well fed and hydrated when you're working. Your body and brain need energy to maintain your focus and forgetting this is the quickest way to find your mind wandering. Eat and drink the right things to keep yourself topped up and focused for longer periods.

Avoid napping

It can be tempting to turn a study break into a sleeping session, especially after a long day of revision. However, it's important that you try and resist this urge! A nap can leave you feeling groggy for the rest of the day or stop you sleeping properly at night, meaning you'll only need more sleep the next day. Even worse, you might oversleep and lose hours for a break that was supposed to only take half an hour.

Get human Contact

If you're revising by yourself it's very easy to feel cut off from everyone else. It's not good for your mental health to be isolated from the rest of the world for such long periods of time so try and get as much human contact as you can into your day. A face-toface conversation is best but a phone call or a bit of time on your group chat can do the job as well. Even a quick trip to the shops can be a great way of making you feel part of the normal world again.

Stick to your schedule

Whether you prefer your time out little and often or need long pauses to refresh yourself, make sure you know how long your break will last when you start it. There's nothing more damaging to your schedule than a 10-minute pause that turns into an entire afternoon of time off. Allow yourself the time you need but resist the urge to treat yourself to "just one more minute"- you'll be able to enjoy your breaks more if you aren't feeling guilty about the work you said you'd be doing at that time.

Do something you enjoy

You know better than anyone else what to do to make you feel restored. While some sites may tell you to avoid Facebook or playing videogames for the duration of your day, you may find it easier in the long term to treat yourself rather than resisting the things you enjoy all the time and feeling more stressed as a result. If you can keep it in moderation, don't worry too much about how you spend your downtime.

Don't be too hard on yourself

No-one would deny that revising day after day is tough. It's natural to sometimes get distracted or take a little more time off than you intended to. The most important thing to do when this happens is to not stress about it and try not to let it affect your overall revision plan.



Teacher tips!

"Ultimately, don't lose sight of the fact that there is life after exams, things might seem intense right now but it won't last forever! My advice for Computer Science students is to have a plan/timetable where you have considered when and where you plan to review. Be specific about what topics you want to cover, don't be vague and say "Computer Science". English Language students, you must have a firm grasp pf terminology in order to achieve well. In your exams, higher marks are awarded for applying the more complex areas of our language frameworks.

'You've worked really hard on developing your skills - keep practicing them to ensure you can demonstrate them to the examiners' Remember Artists, make sure you have all the materials you need before the day of the exam, the Arts staff may need to order things in!

Psychologists, remember that research methods appear everywhere! Make sure you read the questions fully and identify the command words this will guide your response! The most important for Mathematicians is to use past papers and keep going through questions (bring them in for feedback). This website is excellent <u>http://www.physicsandmathstutor.com/</u> <u>maths-revision/a-level-core-3/</u>

Biologists, revisit work every two weeks (this is your short-term memory span, leave it longer and your brain will start housekeeping and get rid of it. Revisit it and your brain will think it important and file it in long-term memory): terrible explanation, but it gets the point across! 'Chemistry is hard but you are all capable of success - just keep working on your weak areas while practicing your strengths'

www.kerboodle.com - good quality revision tasks particularly the required practical ones https://www.youtube.com/playlist?list=PLkocN W0BSuEFvnpnhj8fKN-KFUOInKiT0 - Youtube playlist of revision videos

Sociologists and Psychologists think about which AO the marks are being awarded for. This will help to focus your response and not waste precious time! Know your assessment objectives!!!

Don't forget that thinking - really thinking is hard work. If you find yourself grappling with a concept or working to communicate an idea, it's probably because you are actually engaging with the question in front of you!

CLF Post 16 Holiday Opening

First AS exam – 3 weeks after Easter: Monday 15th May

First A Level exam- Wed 17th May

EASTER HOLIDAY OPENING First A Level exam- Wed			
Day	AM 9.00 —12.00	РМ 12.00 —15.00	Additional opportunities
Monday 3rd April		Academy o	closed.
Tuesday 4th April			Cabot Eye open for independent study. Coursework catch up sessions.
Wednesday 5th April			Cabot Eye open for independent study. Coursework catch up sessions.
Thursday 6th April			Cabot Eye open for independent study. Coursework catch up sessions.
MAY H	IALF TERI	M HOLIDA	Y OPENING
Tuesday 30 th May			Cabot Eye open for independent study.
Wednesday 31 st May			Cabot Eye open for independent study.
Thursday 1 st June			Cabot Eye open for independent study.

When attending an intervention session - REMEMBER...

 \Rightarrow You need to sign in at the Cabot Eye (we **must** know who's on site)- with your Lanyard.

- \Rightarrow Remember the canteen is closed so please bring food.
- \Rightarrow Ensure that you are respectful of the academy site at all times.
- \Rightarrow At the end of the day please leave quickly and quietly.



The Build Up: Next Steps

- 1. Look at your exam timetable. Carefully highlight your exams on your revision timetable. Double check it yourself. Ask someone at home to triple check it for you it's easy to make a mistake and not to see it for yourself!
- 2. Now go through your revision timetable and blank out any days that you know you can't work e.g. holiday abroad, family wedding etc.
- 3. Spend some time looking at the skills and content that you need to know for each of your subjects. Be honest with yourself and try to rank these in order of which you find easiest down to those that you struggle with the most—it might help you to use a star rating (5 stars = know it all, 1 star = your biggest areas of weakness).
- 4. Start to populate your revision timetable. Make sure that you begin by adding your 1-star subjects/topics you need to start these areas early and return to them regularly if you're going to feel confident ahead of your exam. Try to build in periods of reward (e.g. going to the cinema with friends) so that you have small incentives to keep you motivated.
- 5. As you start to follow your timetable, tick off or cross out the study sessions you have completed. If you miss one, move it to another time on your revision timetable that you had previously kept free. This will show the progress you are making and allow you to make changes to your timetable if necessary.
- 6. Practice, practice, practice! Once you've learned a topic, test your knowledge by attempting past examination questions. You can use mark schemes to check your answers and, if you're not sure, ask one of your teachers.

A good revision timetable is one that involves you revisiting information on a regular basis and testing your knowledge to assess progress. Following a format similar to that outlined below allows a three-step process to learning your subjects:

- Learn it: This involves actually teaching yourself the subject content and/or assessment skills that you will need in your exam. You might use class notes, textbooks, mind maps or a variety of other techniques.
- 2) Revise it: The next time you return to a subject it is important that you don't just start from the beginning again. Try revision strategies just as flash cards, past questions or explaining a topic to a friend or family member. This helps spot gaps and will transfer knowledge into your long-term memory.
- 3) Test it: Finally, you need to test whether you've actually embedded the knowledge and skills that you need to succeed. Use past and specimen papers, which can be downloaded from exam board websites, and then mark them using either mark schemes or the support of your teachers. This will demonstrate the progress you have made and identify any remaining gaps in your knowledge.

"Nothing is impossible.

The word itself says 'I'm Possible'"

Make effective use of your time: set yourself objectives and celebrate your progress

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Day	My Objectives-	tick them off as you complete them	Review: what do I need to do next time?
Monday			
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Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

Day	My Objectives-	tick them off as you complete them	Review: what do I need to do next time?
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Day	My Objectives- tick there complete to	you do next time?
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Day	My Objectives-	tick them off as you complete them	Review: what do I need to do next time?
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Day	My Objectives-	tick them off as you complete them	Review: what do I need to do next time?
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