



Smash It in 6th Form!

NAME:

Top Ten Skills needed for 6th Form

Brain Flip

1. Identify the problem

I need to be GOOD at time management

2. Flip the problem

I need to be RUBBISH at time management

3. Think of ideas:

15 empty rounded rectangular boxes for brainstorming ideas.

4. Flip your ideas:

10 empty rounded rectangular boxes for flipping ideas.

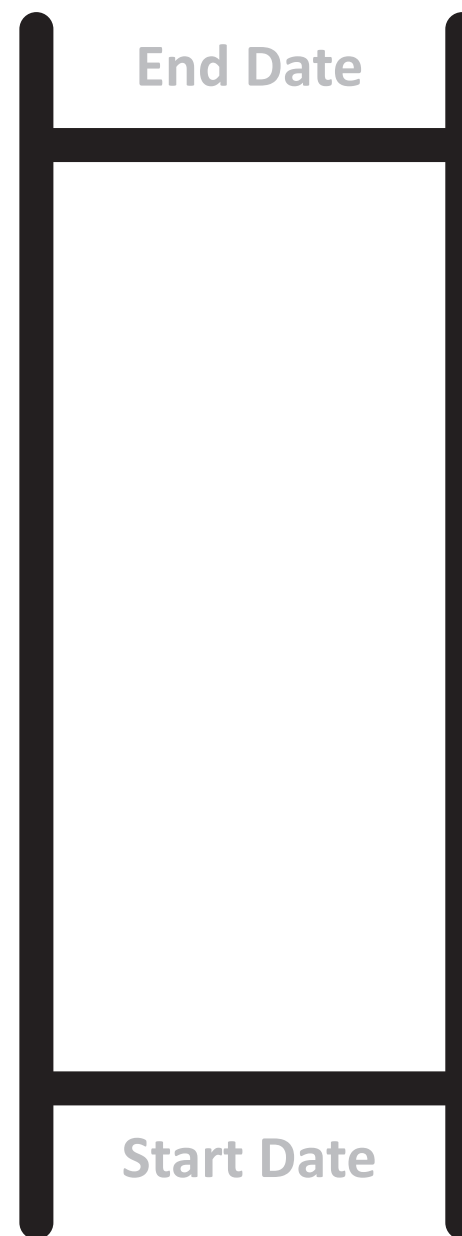
5. Evaluate your ideas and select the top 3:

3 empty rounded rectangular boxes with orange borders for selecting the top 3 ideas.

Time Management Personal Assessment

Questions		Always 2	Sometimes 1	Never 0
1	I do things in order of priority			
2	I accomplish what needs to be done during the day			
3	I always get homework/coursework assignments done on time			
4	I feel I use my time effectively			
5	I tackle difficult or unpleasant tasks without procrastinating			
6	I force myself to make time for planning			
7	I spend enough time planning			
8	I prepare a daily or weekly "to do" list			
9	I am able to meet deadlines without rushing at the last minute			
10	I prevent interruptions from distracting me from high priority tasks			
11	I avoid spending too much time on trivial tasks			
12	I plan time to relax and be with family and friends in my weekly schedule			
13	I try to do the most important tasks during my most energetic periods of the day			
14	I make constructive use of my travelling time			
15	I judge myself by accomplishment of tasks rather than by amount of activity or "busy-ness"			
16	My actions are determined primarily by me, not by circumstances or by other people's priorities			
17	I have a clear idea of what I want to accomplish during the coming month			
18	I am satisfied with the way I use my time			
Total Score				

The Ladder to Success



For each step:

Action

Who

Resources

Timeframe

Analysis Grid

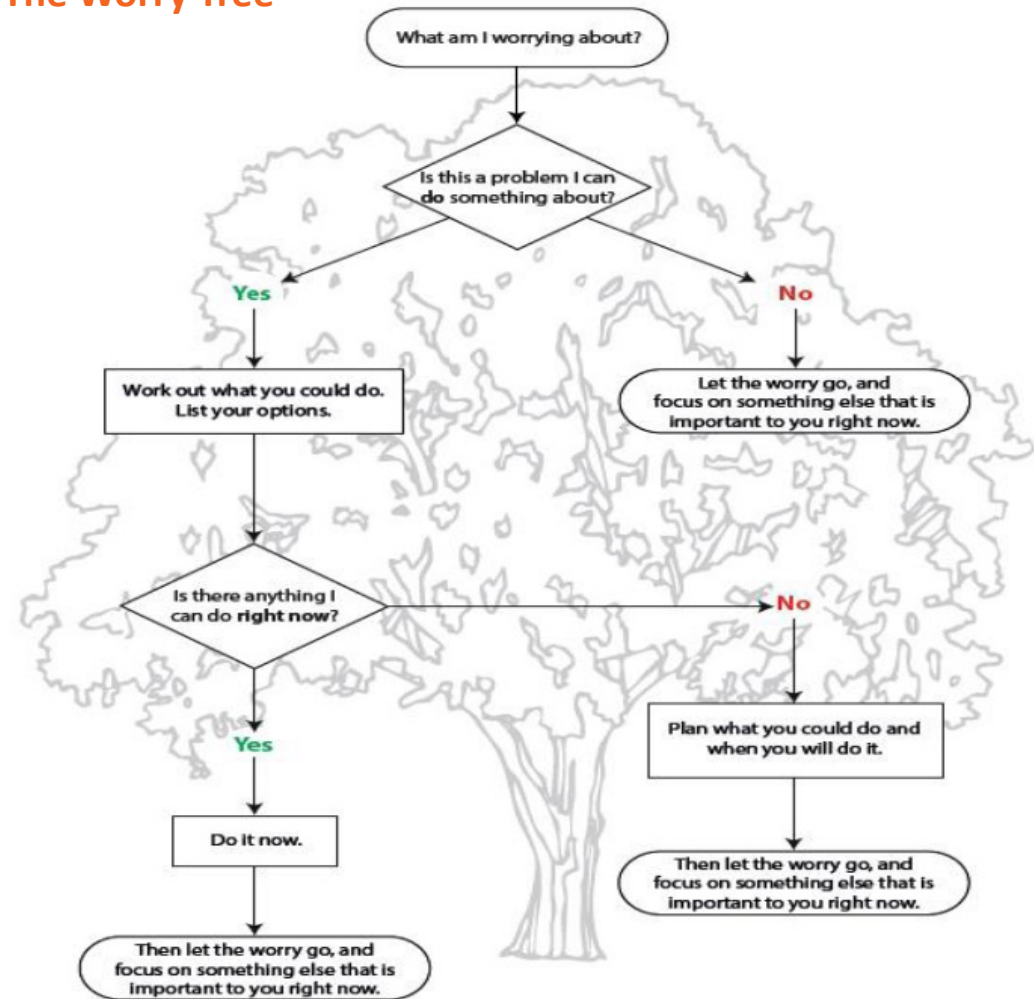


“Education is your passport to the future, for tomorrow belongs to the people who prepare for it today”

Malcolm X



The Worry Tree



Top 3 worries:

	R	H

My worry time will be at _____

Over to you...

What am I doing well?

What could I do to make it even better?

What is the best thing that I am doing?