

Get organised

Stay on task and avoid distractions

BEYOND

- Introduce the topic, linking it to a task you have set. Clarify the focus of this session: organising ourselves so we can stay on task.
- Ask students to draw three overlapping circles (model a Venn diagram) and to write the answers to the questions below:
 - *Circle 1: Where at home, or outside your home do you think you can concentrate best for your studies?*
 - *Circle 2: What equipment/items are essential for you to concentrate on this assignment? (e.g. highlighters, a desk).*
 - *Circle 3: What other surrounding factors are important for you before/when working on this assignment? (e.g. light, silence etc.)*
- Students should compare ideas and discuss what effect not having these would have on their concentration/ability to stay on task.
- Highlight that they have mapped their ideal learning environment. Ask students what they now need to do to create this. How they can make it happen?
- Extension: ask students to fill the gap with a word of their choice:
 - *Learning to stay on task can help me to work ... at school, at home and in other areas of life.*

