

September, 2011

# N<sup>o</sup>1 TotalGirl



Keep a clock by your side so you can keep an eye on how long you spend studying and when you can go for breaks.

EDIFIER iF200 PLUS



## DE-CLUTTER YOUR DESK

CAN'T TELL WHERE YOUR DESK ENDS AND YOUR HOMEWORK BEGINS? IT'S TIME FOR A DESK INTERVENTION - FOLLOW THESE HANDY HINTS BELOW.

**TO STAY ON TOP OF SCHOOL WORK, REMEMBER:**

- ♥ Have a whiteboard, diary or year planner so you know what assignments you have coming up.
- ♥ Keep your desk tidy by storing loose sheets in folders and pencils and pens in pencil pots.
- ♥ Keep a clock by your side so you can keep an eye on how long you spend studying and when you can go for breaks.
- ♥ Surround your desk with inspiration (photos, quotes, artwork) - as long as it doesn't distract you from your work!
- ♥ Try not to eat food at your desk. If you need a break, go to the kitchen and fix yourself a proper snack.
- ♥ Make sure everything you need is within reach (such as pens, scissors, staplers) so you don't have to keep getting up to reach the things you need when you're working.

**BEFORE**

**AFTER**

**To do:**

- English homework
- Study for maths
- Write birthday card for mum
- Practise piano

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