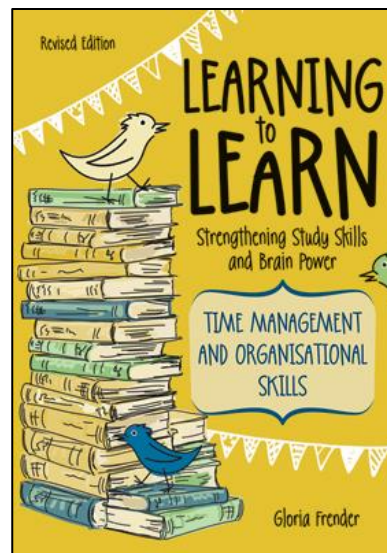


# Learning to Learn: Time Management and Organisational Skills

Author(s): Gloria Frender

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**Key Learning Area:** Cross-Curricular



## Summary

*Learning to Learn: Time Management and Organisational Skills* is a hands-on guide for improving your approach to study at school and at home. This book is not meant to simply be read – it is a book to use, write in and tear apart. It is an interactive guide filled with practical hints, methods, tips, procedures, resources and tools that will help you succeed in school and in life.

Use the resources in this book to:

- Reinforce your positive study habits and identify areas that need improvement
- Learn how to organise your study materials to get the most out of your study time
- Use schedules, calendars and task lists to keep track of homework and assignments
- Get a handle on stress *before* it becomes a problem

Each section has been broken down into manageable blocks, with step-by-step procedures that are easy to digest and put to immediate use.

From the classroom to the workplace, the need for learning never ends, *Learning to Learn* will ensure that you've equipped yourself with the tools you need for lifelong learning!

## Other Resources

- *Learning to Learn: Reading and Note-Taking Skills* (INA7057)
- *Learning to Learn: Test-Taking Skills* (INA7064)
- *Learning to Learn: Learning Styles and Memory Techniques* (INA2472)
- *Learning to Learn: Teachers Handbook* (INA8313)