

Secondary School and Me

Nova's Guide to Time and Planning Ahead



A Learn 2 Be Social Guide

Stepping Socially With Tash

Meet Nova



Hi, I'm Nova.
I'm the **Life Manager**.

My job is to help you become **the boss** of your day.

I'll show you how to **plan ahead** and get **prepared**, so life feels less stressful and more in control.

Together, we'll turn **chaos** into **clarity** and help you feel ready for anything.

I help you with:



Planning ahead and getting prepared



Organising school work, belongings and routines



Remembering important information



Managing time and meeting deadlines



Breaking big tasks into smaller steps



Solving problems when things do not go to plan



You don't have to have it all figured out. **One small step at a time** is still progress. I've got you!

Plan it. Prepare it.
You've got this! ☆

Nova

Come with me...

Let's take this one step at a time





Starting secondary school is exciting, but it can also bring lots of new responsibilities

You may need to:



Manage your time.



Remember your equipment.



Keep track of homework.



Find your way to different classrooms.



Meet deadlines and stay organised.

The skills we use to plan ahead, stay organised, manage our time and get things done are called executive functioning skills.

They are like the brain's management system.





Executive functioning helps us plan, organise, remember information, manage our time and get things done.

Some of us find these skills easy, while others need a bit more practice. That's completely normal.

The good news is that executive functioning skills can be learned and improved.

In this guide, I'll help you understand some of the most important skills that can make the move to secondary school feel easier and less overwhelming.

Together we will explore:

 Planning Ahead

 Understanding Time

You don't need to be perfect at any of these things.

The goal is to understand them, practise them and find what works best for you.

Don't worry we've got this!





“Don’t Stress. Make a plan”

Imagine it’s your first week of secondary school.

These are some of the things you might need to think about:

- Catching the bus on time
- Remembering your PE kit
- Bringing the right books and equipment
- Finding your Science classroom
- Handing in your homework

How do you get ready for all of this?



Planning Ahead

Have you ever rushed around in the morning because you couldn't find your shoes, your bag wasn't packed, or you'd forgotten something important?

Planning ahead can help.

Planning ahead **means getting ready before you need to do something.**

- ☐ Pack your school bag
- ☐ Put PE kit by the front door
- ☐ Set your wake up alarm
- ☐ Check tomorrow's timetable





Let's look at an example of planning ahead

It's not enough to know that school starts at 8:30am.

You will also need to think about:



What time do I need to wake up?



How long does it take me to get dressed?



How long do I need for breakfast?



Is my school bag packed?



How long does it take me to get to school?



Remember

If we don't think about these things ahead of time, we might end up feeling rushed, stressed or late for school.





Let's Work it backwards.

One way to plan ahead is to work backwards.

Here are two examples:

Let's imagine school starts at **8:30am**.



You know it takes **20 minutes to travel to school**,
so you need to leave home by 8:10am.

It takes **30 minutes to get washed, dressed and eat breakfast**,
so you need to start getting ready by 7:40am.

Now you know roughly what time you need to wake up.

● Getting to Know Your Time

Everyone is different.

Some people can get ready in 20 minutes.

Others may need 45 minutes.

That's why it can be helpful to find out how long things really take for you.

You could time:

- Getting dressed
- Eating breakfast
- Packing your school bag
- Walking to the bus stop
- Travelling to school



The more you understand your own routines, the easier it becomes to plan ahead



What Does Time Look Like?

“We all say things like ‘10 minutes,’ but what does 10 minutes actually feel like?

Reading a clock tells us ‘when’ 10 minutes is up, but understanding time means knowing what you can do in those 10 minutes.



- ? Is it enough time to pack your things?
- ? Can you walk to your next class calmly?
- ? Can you get organised and ready to learn?

Let’s figure out what 10 minutes really means for you!”



Reading a clock tells you what time it is.
Understanding time helps you decide
what to do."

Telling time means reading a clock.

A clock might show "10:50". This is only
telling the number on the clock.



"It is 10:50."

This tells me what time it is.

**Understanding time is knowing what
can fit into those 10 minutes, before
Maths starts.**



"I have 10 minutes until Maths starts."



This helps you choose how to best use your time..



What Can I Do In 10 Minutes

In primary school, you may spend most of the day in the same classroom.

In secondary school, things are different.

You will have different subjects throughout the day, such as Science, Maths, English and PE. This means you will often need to move from one classroom to another between lessons.

You may be given a certain amount of time to do this.
For example:



Science ends → 10:50



10 minutes you might need to:

- Pack away equipment
- Leave classroom
- Walk to Maths
- Get ready to learn



Maths starts → 11:00

How Much Can I Do in 10 Minutes?

Reading a clock and understanding the time in it can be difficult.



Nova's Task



Can you build your sense of time?

For the next week, spend some time building your sense of time.

1. Set a timer for 10 minutes.
2. Choose an activity.
3. Work until the timer ends.
4. Record what you managed to do.
5. Repeat with different activities.

Let's Do This!



 Eating breakfast

What did I complete in 10 minutes

Was it:

- ☐ More than I expected
- ☐ Less than I expected

 Getting dressed

What did I complete in 10 minutes?

Was it:

- ☐ More than I expected
- ☐ Less than I expected

 Packing my school bag

What did I complete in 10 minutes?

Was it:

- ☐ More than I expected
- ☐ Less than I expected

Reflection

- Which activity took longer than you expected?
- Which activity took less time than you expected?
- What did you learn about your sense of time?



Nova's Challenge

Once you feel confident with 10 minutes, try the same activity with 20 minutes and compare your results.



Nova's Final Thoughts

Starting secondary school comes with new responsibilities, but you don't have to get everything right straight away.

The more you understand your own routines, your time and what works for you, the easier it becomes to plan ahead.

Remember:

- ✓ **Know your time**
- ✓ **Plan ahead**
- ✓ **Work it backwards**
- ✓ **Give yourself enough time**

Know your time. Plan ahead. You've got this!

Keep practising, keep learning and remember small steps can make a big difference.

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