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students**



**WHAT  
STUDENTS  
NEED TO  
KNOW**

# Taking the leap to Secondary School



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## What is organisation and time management?

In the workshops I conduct for students, I start by highlighting the meanings of both of these words as they are extremely relevant to the steps you are about to take in transitioning to secondary school. Organising and time management are skills you need to build upon and further develop to assist you as you start your journey in secondary school, and beyond. These skills will assist you in life following your education.

### So what do both of the words actually mean?

#### Organisation

The action of organising something

When it comes to organisation there is no right or wrong way to do something and it really is just about finding what works best for you. For example, if I asked you to organise your pencil case you might like to organise your stationery into colours. Someone else will organise it by putting pens, pencils and other items into piles. Another person could organise it differently again. Please keep this in mind as you continue to read through this e-book and take on board those organising tips and strategies that you think you'd like to give a go.



#### Time Management

The ability to use one's time effectively and productively

In terms of time management, the key part of this is making the most of the time you have to get your work done. I know one of the concerns many students have about starting secondary school is that there will be a lot of homework and you will not have time for anything else. This is not true! It will be up to you to use your time well and not waste it, so you can continue to spend it on other things you enjoy doing.



Starting secondary school is a time of many changes for you as a student and one of the biggest experiences you will go through in your life. It is natural for you to be having many different feelings and thoughts about what you are likely to experience – some of these will be more positive than others. These are all normal feelings and you will not be alone in feeling these. Some of your friends might even have some of the same ones or they might have different ones – there is no one particular way you should or shouldn't be feeling.

*Here are some of the common thoughts and feelings that other Year 6 students express prior to going to secondary school:*



Are these some of the same thoughts or feelings that you have written down above or are they different? Whether they are or not, your feelings are important.

All of these feelings are very normal. You can bet that your own peers, as well as Year 6 students in the other local primary schools, as well as those across town or interstate are feeling many of the same things as you. You are certainly not alone and it is important that you know and understand that.

The main thing I encourage you to do is to talk to your teacher(s), your friends, your parents, your siblings and others about how you are feeling now, during and after transition. Please don't keep these feelings to yourself. It is always easier to share and discuss with others if you can!