

# LSK101A

# Life Skills

# workbook



Name: \_\_\_\_\_

Grade: \_\_\_\_\_

## WELCOME TO LIFE SKILLS 10 IN TERM 2

This term is an interesting one with new challenges and abilities to pick up. Learning from Home is new to all of us and will require us to apply all sorts of skills to help us manage our learning, our time and ourselves.



This booklet has been prepared to help you with all of that!

Make sure you work through the book slowly. Think about the information and suggestions and try to apply what you are learning to your new role as an "Online Learner".



Record your thoughts, questions and answers in the booklet. If you need help feel free to email me (Miss Monardez) at [dmona21@eq.edu.au](mailto:dmona21@eq.edu.au)

Let's begin!

## 1. STARTING YOUR DAY

How your morning begins can easily affect how you tackle the rest of your day. Having a good routine can make getting your work and activities done much easier.

Read the following list of recommendations:

### BEST MORNING ROUTINE RECIPE



PREPARE TO BE PRODUCTIVE



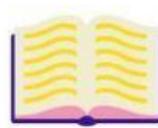
WRITE YOUR TO-DO LIST THE NIGHT BEFORE



GET A GOOD NIGHT SLEEP



GET UP EARLY



READ



EXERCISE



HAVE BREAKFAST



1. START WITH THE WORST JOB



BE CONSISTENT

- Prepare to be PRODUCTIVE

- Write your TO-DO list the night before

- Get a good night sleep

- Get up EARLY

- Read

- Exercise

- Have breakfast

- Start with the worst job

- Be consistent

### ANSWER THESE QUESTIONS:

- Which of these activities sound like they would be good for you to try?

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- What activities would you add?

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- Which ones do you think are REALLY important?

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**BUT... WHAT DOES IT MEAN?**

- Prepare to be PRODUCTIVE
  - Think about what you need to do. If your mind is ready, your body will be ready too.
  - Gather the tools and materials and save time in the morning.
- Write your TO-DO list the night before:
  - Know what you will do. Be ready to get started straight away.
- Get a good night sleep
  - If your body and mind are rested you will have more energy. Teenagers need 8-10 hours of sleep to recover and process what they have learnt during the previous day.
- Get up EARLY:
  - This will allow you enough time to work and play, too.
- Read:
  - Switch on and engage. Reading relaxes your brain but also gets it thinking.
- Exercise:
  - Stretch to unstiffen your brain, exercise lightly to get your blood pumping and oxygen flowing. Exercise will improve your mood with endorphins and help you switch on and feel energized with cortisol.
- Have breakfast:
  - Feed your body with the right foods. A healthy breakfast will nourish and fuel you for the activities of your day.
- Start with the worst job:
  - Get the hardest/most boring task you have early and you can enjoy the rest of your day without worrying about it.
- Be consistent:
  - The more you try to have a morning routine, the easier it gets.

**The Benefits of Having a Morning Routine**

1. IT REDUCES STRESS.
2. IT HELPS YOU DO YOUR THINGS IN THE MORNING WITHOUT HAVING TO THINK ABOUT IT.
3. YOU WILL GAIN TIME.
4. YOU WILL BE LESS LIKELY TO FORGET SOMETHING.
5. YOU WILL TAKE CARE OF YOURSELF.
6. YOU WILL EAT HEALTHIER IN THE MORNING

## MY OWN MORNING ROUTINE



A morning routine is a list of things that you need to complete to get yourself ready for the day. It will change from person to person because different people need different things.

What things do you need to remember in the morning? Write down some ideas below. You will use these to plan your own morning routine.

Use the template below to plan your own morning routine draft. There are gaps for you to *add things that are specific to you* for example – taking morning medication, feeding your pet, etc.

Number all the activities in the box starting at 1. What will you do first?

When you are happy with your plan, use the next page to make your "good copy".

Place it somewhere you can always see it like the wall next to your bed or besides your mirror.

\_\_\_\_\_ 's Morning Routine

- I will get up at \_\_\_\_\_
- Brush teeth.
- Wash face
- Brush hair.
- Get dressed in something I like.
- Stretch your body and/or exercise
- Have something healthy and yummy to eat.
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

# MY MORNING ROUTINE

I will wake up at \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

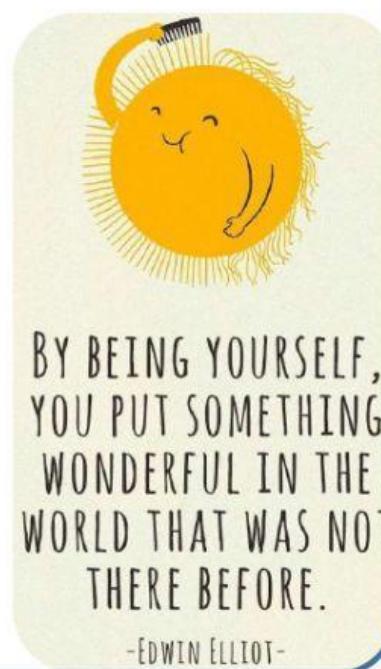
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## 2. LEARNING AT HOME

### SETTING UP YOUR LEARNING SPACE:

While learning at home, it's a good idea to set up a small space just for learning.

It will help you spend less time getting organised so you can complete your tasks quickly and move on to another activity.



A good study space:

- Has most materials you will need nearby (like pen, paper, etc.)
- Has good lighting so your eyes don't get tired.
- Is free from other distractions (Don't study in front of the t.v.)
- Is comfortable to sit and work at. (Not too comfortable or you'll fall asleep!)
- Has enough space for you to organise things
- Isn't in the way of other people's activities

### ACTIVITY:

1. Find a spot in your house to "make your own"
2. Use the check list above to evaluate if it's a good space.



### DIFFERENT LEARNERS

Because we are all diverse, different people will learn better in different environments. Look at the statements below. Do some of these work for you? Mark with a T for true if it works or an F for false if it doesn't work for you.

- I concentrate better if I listen to music while I study.
- Snacks help me stay motivated when I'm learning.
- Smelling food while I work makes me hungry and distracted.
- I need to get up and walk while I read to focus better.
- I remember what I've studied best if there are mind maps and pictures.
- I can recall info easier if I take notes.

Keep this in mind when planning your study space:

Would you learn better with a whiteboard to draw on?

Would snacks help you stay in task?

What personal things should you add?