

## Step 5: fixed working hours

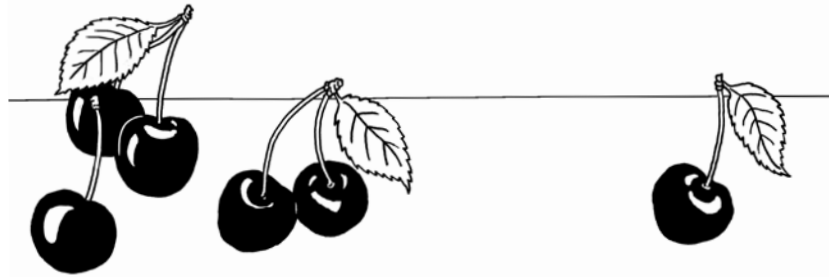
### First work, then pleasure

Habits can make life easier for you. This also applies for regular working hours.

- ▶ Perform your assignments and test preparations at the same time every day if at all possible. Once you have acquired this habit, you don't have to think every day anew about when to sit down to do your work. This facilitates your studying and eases your burden.

#### TIP

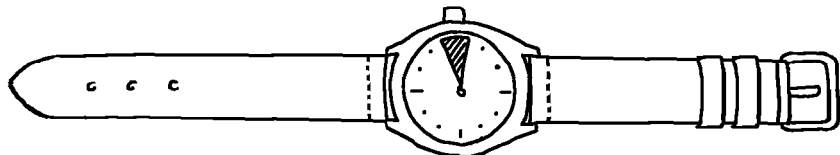
If you are in class until lunchtime and then have the afternoon off, then begin with your hour of homework one hour after lunch. This way, you have a little bit of time to rest and relax after lunch. If you have classes in the afternoon as well, then begin your homework one half hour after returning from school. This way, you have a moment to relax and you are not yet fully submerged in leisure time.



- ▶ Do not immediately begin your homework after school; rather, take a short half-hour break. Have a drink or eat a snack, talk with someone, play some music, but do not begin something time-consuming. You want to first complete your homework assignments.
- ▶ Caution: do not attempt your homework right after eating a meal. Wait at least one hour, as the body requires rest to digest.

#### TIP

In your school timetable, always enter your homework hour every day!



#### TIP

Make sure that you complete your assignments before all other obligations (sports, music, etc.). Follow the proverb «First work, then pleasure»!

- ▶ Reserve one hour for homework every day. If you finish earlier, so much the better. If you notice that you regularly require more time, you must reserve more time.
- ▶ If you have obligations during the afternoon or evening, e.g. a course, sports or something else, make absolutely sure that you have enough time for your assignments (preferably before the other activities!). Do not forget: the important thing for your later life and for your choice of profession is first and foremost your high school diploma!
- ▶ Complete your homework if at all possible before eating dinner. You should preferably have no more work after dinner and go to bed early.

### Exercise 5

Set your homework hour as suggested above. Record it as well in your school timetable.

In the course of the next five days, consider if this time is good for you, or if you would be more alert and concentrated at a different time of day! Make a note about it every day, for example, on the back of your distraction protocol!