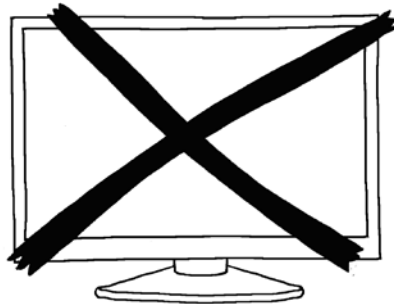


Step 8: beginning the work

Before you begin with your work (homework assignments, preparations for exams, etc.), you should observe the following points. They will help you to begin work right away in a concentrated manner.

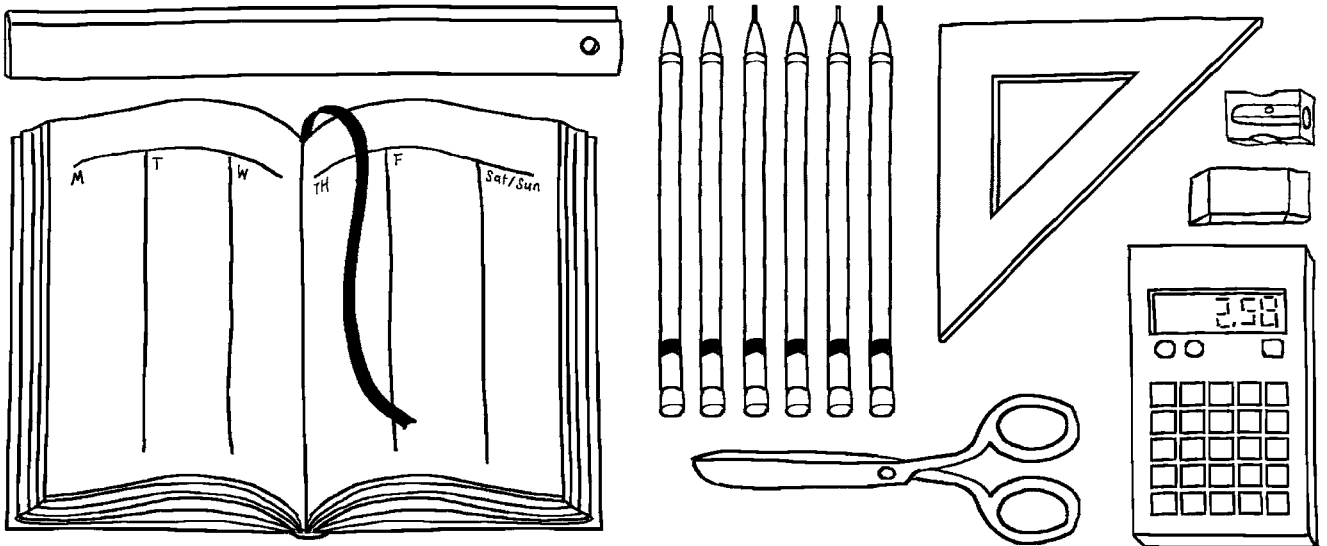
1. Work space tidied up and quiet?

Is your workspace sufficiently tidied up so that you are not distracted? Do you have writing materials, note paper, etc. at hand? Are the computer and tv turned off? If not, then address these issues first!



2. Everything ready, what do you need?

Do you have the school supplies ready which you need for your assignments? (For example, the assignment booklet, the math book, etc?) Consider first or check in the assignment booklet what you need to do and then lay out all notebooks and books that you need to complete the tasks!



3. Short relaxation exercise

As an introduction to your work, first make a short relaxation exercise. For instance, you can simply stretch and yawn out loud. Or you take a DEEP breath and exhale FORCEFULLY five times. Or you cross your arms behind your head, push your ellbows back and count to five.

4. Creating a work plan for today

(Now apply what you learned yesterday in step 7.)

Take a note paper and write down everything you have to do today. Carefully consider the sequence. Begin with something easy or something that you like to do!

If you have an assignment that stretches over several days (e.g. preparing for a test or a presentation), then consider carefully what you have to complete today and what your partial goal is for today.

5. Let's go!

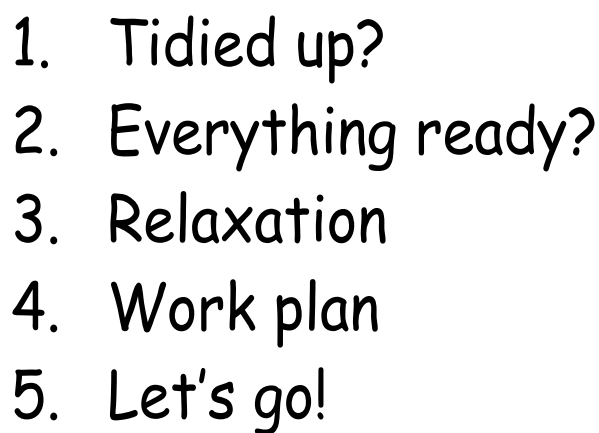
Now begin with the first task that you intended for today. Good luck!

TIP

Affix on your table or your workbox a checklist with these five points:

1. Tidied up?
2. Everything ready?
3. Relaxation
4. Work plan
5. Let's go!

Get used to always first go through this checklist before you begin your work!

- 
1. Tidied up?
 2. Everything ready?
 3. Relaxation
 4. Work plan
 5. Let's go!

Exercise 8

Today and in the next few workdays make particularly careful written workplans for your homework hour. Consider everything very carefully, including what kinds of relaxation exercises you are going to do. Begin with a simple, pleasant task. Make careful notes of everything and record at the end how you fared today with your work.