

# Support personal organisation skills

Personal organisation and time management are core skills at tertiary level. Introduce students to technologies and systems that students can begin using while still at school.

- ✓ Encourage students to use their mobile devices to schedule alerts and reminders for regular and novel events and task deadlines.
- ✓ Model how to make graphic organisers and flow charts to support planning and thinking.
- ✓ Explore tools such as [Trello](#) to help students structure tasks and break them into smaller manageable ones.
- ✓ Model how to sync calendars between mobile devices.

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