



## Getting Work Done

Do you find big homework or study tasks overwhelming and draining? Do you ever tell yourself you need to study, but don't actually know what you should be doing? Does this mean you end up doing things last minute?

Breaking down your homework or study into smaller steps can make your workload more manageable and easier to digest. Doing this gives you a clear idea of what tasks you need to get done beyond "do homework" or "study", which makes your workload seem more approachable. This also allows you to tick off tasks as you go, which helps you build some momentum and confidence!

Here's an example of how to break down bigger homework tasks. Think about a homework task you might receive in your subjects, and what smaller steps you need to do to complete it.

Task	Smaller Steps
English Essay	Gather notes, make plan for essay and each paragraph, write essay (in STAGES), proofread, submit to teacher before due date

## Overcoming Procrastination

Do you procrastinate? Don't feel bad – you're not alone (everyone does!). Here at VCESS, we love anything from doing our hobbies, watching shows or doing literally anything else because sometimes we can't be bothered. #mood

**Assigning strategies** to the causes of your procrastination prevents them from coming up and gets you back on track when they do. Think about what makes you procrastinate and why, then use the examples to devise a potential strategy to help you out.

Cause of Procrastination	Strategy (e.g. tidy desk for 2mins, remove devices, use stress management techniques)
Getting overwhelmed by amount of work	Break down tasks and write them out

## Finding your Motivation

Do you ever feel like you're not really sure what you're working towards, or have a subject that doesn't spark joy for you?

Choosing small, simple goals (CRINGE buzzword, but read on) helps connect what you're doing now to where you want to be next. It can sound crazy intimidating when teachers tell you to pick your life career at fifteen or aim for 1000% on an assignment, so start by focusing on what you can achieve.

Is it awesome to picture walking on stage at your graduation, finally understanding how titrations work, or holding a whole conversation in another language? Maybe you just want the courage to ask a question in your English class—whatever it is, start small and link it to your actions now!

⚠ Check in alert: If you or someone you know is struggling to find joy or motivation for things they usually care about, it might be time to speak to a mental health professional. Links on the last page!

Subject/ Class	Small Goal <small>(e.g. take 1 page of notes, have a 5min LOTE conversation, analyse 2 pages per day)</small>
Maths	Ask 2 questions in class to build your understanding of the topic you're learning

## Dealing with Stress

Do you find yourself stressing over study, exams or results? It's normal to get a bit nervous and there's strategies that you can use to help stay calm and focused on the tasks at hand.

Stress management techniques bring your stress down without putting it aside to come back later, and clear your mind so you can truly give things your best shot with all the effort you put in. Try the techniques below and take note of how you feel afterwards.

⚠ Check in alert: If you or someone you know has persistent anxiety, it might be time to speak to a mental health professional. Links on the last page!

Stress Management Technique	How it Works	How do you Feel? <small>(relaxed? calm? sleepy??)</small>
Deep Breathing (cringe buzzword 2.0, but hear us out again)	Breathe in for 5 secs, hold for 3secs and breathe out for 5 secs, making sure to count while you breathe. Repeat until you feel ready to go.	
Grounding Techniques	Point out 5 things you can see, 5 you can feel, and 3 you can hear.	
Writing it out	Write anything stressing you out into a book during study and put it aside until you need it again.	



“VCESS was such a valuable program going into year 12 - it left me feeling prepared and relieved going into the school year and gave me so many ideas and resources that will undoubtedly help me with my studies.” – **2022 VCESS student.**

The VCE Summer School (VCESS) is a two-week tutoring program run in January, which aims to give you a head start on your VCE by building foundational knowledge and creating a healthy study-life balance. If you’re looking for some extra support or guidance moving through your final years of high school and beyond, we would love to see you at VCESS next January!

For more information on VCESS, or to register your interest in participating in the 2023 program, visit [umsu.unimelb.edu.au/vcess-enrol](https://umsu.unimelb.edu.au/vcess-enrol).

**For support and advice relating to mental health, check out the resources below:**

### **Headspace**

Youth mental health services and information.  
[headspace.org.au](https://headspace.org.au)

### **Kids Helpline**

Phone counselling services for young people.  
[kidshelpline.com.au](https://kidshelpline.com.au) / **1800 55 1800**

### **Beyond Blue**

Anxiety, depression and suicide information and support.  
[beyondblue.org.au](https://beyondblue.org.au) / **1300 22 4636**

### **Lifeline**

Crisis support and suicide prevention service.  
[lifeline.org.au](https://lifeline.org.au) / **13 11 14**

