

# Weekly Planner

Organising your time is a vital skill to learn when studying at university. Keeping a weekly planner is a way to keep track of the time you have available to complete your assessment tasks and to look after the other parts of your life, like family, work, exercise, hobbies and social commitments.

Indeed, it is helpful to also have a yearly planner which gives you an overview of all your assessment tasks, exams and so on. A weekly planner helps to shape your week and give you a study regime.

## Start now

Using the template on the reverse of this helpsheet, plot the following:

### Fixed commitments

This includes activities that are central to life, such as self-care (sleep, eating, rest and exercise), working, family and social activities, etc.

- Work hours/days (consider reducing your workload if you do not have time to study)
- Sleeping (assuming 8 hours of sleep from 11.00pm-7.00am; adjust as necessary)
- Shopping
- Eating (breakfast, lunch and dinner - eat regularly to maintain health)
- Cleaning (house, lawn mowing, etc.)
- Washing (ironing, putting clothes away, etc.)
- Rest and relaxation (e.g., a night off each Saturday with family or friends)
- Picking up kids from school, helping with homework, etc.
- Sporting and exercise commitments (regular exercise helps your brain to function well)
- Voluntary work for charities
- Spiritual or religious commitments.

### University commitments

This might include:

- Lectures
- Tutorials
- Lab work
- Study groups
- Swot-vac for exam preparation (normally one week before the examination period).

### What is left?

Looking at the time you have left over, consider:

- When you work best: a) in the early morning; b) midday; c) late at night?
- Plot your main study periods at the times you work best.
- Add time slots for completing university assessment tasks. We suggest 6-8 hours of personal study per subject per week.
- Break the slots into two-hour blocks with a break between. Keep in mind that the average concentration span is about 30 to 40 minutes.
- Intersperse the two-hour study blocks between your other university and domestic commitments to maintain variety. Studies show that humans work more efficiently if we have a variety of tasks.

### Work to the plan

If you can't keep to your plan, change it. Make it work for you.

## Plan your study week

Time	MON	TUES	WED	THURS	FRI	SAT	SUN
AM 7-8							
8-9							
9-10							
10-11							
11-12							
PM 12-1							
1-2							
2-3							
3-4							
4-5							
5-6							
6-7							
7-8							
8-9							
9-10							
10-11							
11-12							