

# WEEKLY PLANNER

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
5-6							
6-7							
7-8							
8-9							
9-10							
10-11							
11-12							
12-1							
1-2							
2-3							
3-4							
4-5							
5-6							
6-7							
7-8							
8-9							
9-10							
10-11							
11-12							

- HOME - Home/family commitments
- ✓ CLASS - Lectures/classes
- ✕ WORK - Paid/Unpaid work
- ACTIVITY - Sports/Leisure activities
- ▲ SLEEP - Sleep
- △ OTHER - Other/30 minutes eg. travel

When you're planning your time, remember the following:

- You can't control all of your time. Unexpected events, problems and interruptions will sometimes happen, and you'll have to respond to them.
- Some of your time includes activities that you can't change e.g. study, work, travel. (Plan these first.)
- You can only plan study activities in the time that you **can** control.

## What to include in a weekly timetable

1. Start with lecture and tutorial times. These are compulsory and fixed times; they are also likely to involve travelling. Block out both class and travelling times (both ways).
2. Your work times should also be blocked out – it's unlikely that you will be able to study at work. Allow time for getting ready and travelling (both ways). If your roster varies from week-to-week, you will need to adjust your timetable accordingly.
3. After scheduling your committed time, think about and schedule essential but more flexible activities, both for your study and other areas of your life.
4. Allocate your out-of-class study times. It useful to plan your independent study time according to individual subjects, rather than thinking about 'study time' as a whole. Think about the best times (morning, between other classes, night) for you to study. (Include preparation for class, revision, assignment work, etc.) Think about how much you need to do for particular courses. Theory-based subjects often need more time than prac, lab and studio classes.
5. Put aside time for chores, such as shopping, laundry, etc. You may wish to complete these activities during one block of time or split them up. In any case, remember that they need to be done and that they will take some time to complete.
6. Take time out for regular meals, short breaks and sleep. These are also important – without these, you may squeeze more hours out of the day, but the quality of your work will suffer. Proper nutrition and rest are essential for good study.
5. Recreation and exercise are also very important for general well-being and for quality study. Students often combine the two through swimming, the gym or playing sport. Whatever your choices, make them enjoyable and regular.
6. Be realistic – if you watch particular TV programs or go to the footy regularly, you are not likely to stop just because you have study to do. Timetable them as part of your rest and relaxation and enjoy them guilt free.
7. Make sure you have **free unscheduled time**. This gives you times when you can do nothing (if that is what you want) or do other unplanned activities. If you do not allow yourself free time, your mind will inevitably wander and you will end up taking it anyway – your brain needs some time out. Importantly, this free time gives you flexibility to deal with the unexpected. It gives you control of your time.