

Tips to create a study plan

Study involves lots of due dates and competing deadlines, and unless you plan ahead you'll find it difficult to meet them.

What can you do to manage your time?

Make schedules for each week of the semester and for the semester as a whole. The **weekly plan** is where you set short term goals: what needs to be done this week. The **semester planner** is where you plan your work over the entire Semester.

Weekly Plan

At the start of the week it seems like there is plenty of time to get everything done but after lectures, sleeping, eating, traveling etc. there is frustratingly little time left.

Get a time schedule and block out time for lecture times, meal times, all regularly scheduled personal activities. Label some empty blocks of time as OPEN for academic or personal needs.

Review your study workload

It is generally recommended you allow 10 hours per course per week which includes 3 hours lecture time and 7 hours study time.

Also ensure you are aware of any College requirements, such as online tasks being marked as attendance for distance students.

A **daily list** is needed too – what exactly do you intend to do in that two hours you blocked in on your weekly planner for example?

Remember to be specific with your list. For example, read McDonald chapters 3&4, NOT 'do reading'! and make a draft plan, NOT 'start assignment'!)

Semester Planner

Planning your time allows you to spread your work over a semester and to avoid a 'traffic jam' of work.

Work backwards from your assignment deadlines and exam dates to create a basic work plan. This will help you keep your studies on track and not fall behind.

1. Go to the Course Page in Moodle and open the Course Unit Booklet. Your lecturer will make it available from the first week of the semester. Having an outline is very helpful because you can see what is expected of you for the entire semester including course goals, learning outcomes, graded assessment work and due dates.
2. Write in important dates and deadlines on your planner.
 - Scroll through your course page to determine what needs to be completed each week e.g. readings, online quizzes, weekly forums.
 - Work out what you are expected to do for your assignments and exams.
 - Then work backwards to fill-in what needs to be completed each day, and for each stage of your assignments; for example, you have a paper due on May 1, set a deadline of April 24 for completing the rough draft. Schedule in periods for revision before exams.
3. Post your semester schedule where you can see it.

There are also free planner apps like [My Study Plan](#) available on iTunes to organise your exam revision.

Weekly Plan

	Mon	Tue	Wed	Thur	Fri	Sat
7 am						
8 am						
9 am						
10 am						
11 am						
12 pm						
1 pm						
2 pm						
3 pm						
4 pm						
5 pm						
6 pm						
7 pm						
8 pm						
9 pm						
10 pm						

SEMESTER PLANNER – SEMESTER ONE 2018

Week	Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	19 Feb	20 Feb	21 Feb	22 Feb	23 Feb	24 Feb	25 Feb
2	26 Feb	27 Feb	28 Feb	1 Mar	2 Mar	3 Mar	4 Mar
3	5 Mar	6 Mar	7 Mar	8 Mar	9 Mar	10 Mar	11 Mar
4	12 Mar	13 Mar	14 Mar	15 Mar	16 Mar	17 Mar	18 Mar
5	19 Mar	20 Mar	21 Mar	22 Mar	23 Mar	24 Mar	25 Mar
Holy Week	26 Mar	27 Mar	28 Mar	29 Mar	30 Mar	31 Mar	1 Apr
Mid Semester	2 Apr	3 Apr	4 Apr	5 Apr	6 Apr	7 Apr	8 Apr
Mid Semester	9 Apr	10 Apr	11 Apr	12 Apr	13 Apr	14 Apr	15 Apr
6	16 Apr	17 Apr	18 Apr	19 Apr	20 Apr	21 Apr	22 Apr
7	23 Apr	24 Apr	25 Apr Anzac Day	26 Apr	27 Apr	28 Apr	29 Apr
8	30 Apr	1 May	2 May	3 May	4 May	5 May	6 May
9	7 May	8 May	9 May	10 May	11 May	12 May	13 May
Assgmt Week	14 May	15 May	16 May	17 May	18 May	19 May	20 May
10	21 May	22 May	23 May	24 May	25 May	26 May	27 May
11	28 May	29 May	30 May	31 May	1 Jun	2 Jun	3 Jun
12	Queens Birthday 4 Jun	5 Jun	6 Jun	7 Jun	8 Jun	9 Jun	10 Jun
Study & Exams	11 Jun	12 Jun	13 Jun	14 Jun	15 Jun	16 Jun	17 Jun
	18 Jun	19 Jun	20 Jun	21 Jun	22 Jun	23 Jun	24 Jun