

Weekly Planner

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



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Constructing Your Time Management Plan – the Weekly Planner

1. **Enter onto the plan all your fixed, regular commitments** (different colours for different types of activities) – these may include:
 - academic commitments such as lectures, tutorials, practical classes, etc.;
 - work commitments;
 - family commitments;
 - travel, meals, housework, sleep, etc.;
 - sporting commitments; and
 - other events that happen on a weekly basis.

The remaining hours are available for study and recreation.

It is important to be realistic with regards to the time you will spend on leisure activities. You need leisure time and will take it whether you allocate time to it or not. It is therefore essential to pre-plan sufficient leisure time and actually slot this into your timetable.

2. **Enter onto the plan all the times you DO NOT intend to study** – these may include:
 - TV watching time
 - fun reading time
 - playing with kids time
 - doing nothing time

Take a good look at your timetable at this point and assess whether or not you have sufficient hours left over for your study requirements. As a rough guide, each unit should have approx. 10 hours per week dedicated to it, including class hours. If you do not have 10 hours per unit available you will need to reconsider carefully what your priorities are.

You will need to either:

- make some changes to how you have allocated your time (ensuring it is not just leisure time that suffers), or
 - ensure that your expectations regarding your study outcomes match the time available for study (see Time Management fact sheet).
3. **Divide the remaining study hours between the units in which you are enrolled.** To begin with, divide this time evenly between the units. As the semester progresses you might decide that some units require less time and others more – adapt your plan accordingly.

Helpful Hints

- Allocate an hour or two at the beginning and/or end of the week to **PANIC**. No week runs completely smoothly and it is important to have flexi-time to do those last minute things that you have not found time for, have put off, or have forgotten.
- Try to plan your study around teaching times. For example, leave time for preparation and pre-reading prior to class and time to write notes and review after class.
- Divide large blocks of time up into smaller blocks. For example, an evening can be broken down into one hour to work on urgent things and then one hour on each of two subjects. Spending 3 hours on one subject tends to be very unproductive and can lead to boredom.

- Ensure that you have lots of breaks scheduled in – small 5 or 10 minute breaks between study blocks (1-2 hours maximum) and larger one hour blocks for meals.
- Plan according to your identified times of greatest productivity (see Time Management fact sheet). Do your hardest subjects at times when you are freshest and most likely to be able to manage the work.
- Use smaller breaks (for example, between classes) productively by getting references, etc.

Important Notes

- Upon completion of your weekly planner, carry one copy with you and pin a copy in a prominent place where you study.
- Try to follow your plan for at least two weeks before making big changes – if you keep tampering with it, it will never become habit.
- When you sit down to study, set very clear goals – for example, “In the next 45 minutes, I am going to read Chapter 1 of ...”

For further information on effective time management strategies, refer to the Time Management fact sheet available at Student Services, fact sheet stands around campus and on the Student Services website:

www.studentservices.utas.edu.au

or contact Student Services to make an appointment with a counsellor or Student Adviser.