

WEEKLY PLANNER

Allow a minimum of 35 - 40 hours per week (lectures, tutorials and study) for full-time courses, more at exam time.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8.00am							
9.00am							
10:00am							
11:00am							
12:00pm							
1:00pm							
2:00pm							
3:00pm							
4:00pm							
5:00pm							
6:00pm							
7:00pm							
8:00pm							
9:00pm							

Using the Weekly Planner

At the end of Week 1 is the time to start planning for the semester. A weekly planner will give you a sense of control. Planning ahead will allow you to prioritise your time and give you the best chance for success in your studies.

Start by marking on your Weekly Planner all your regular activities and commitments:

- Lectures, tutorials and practical sessions for all units
- Routine activities, e.g. work
- Reading and preparing for lectures and tutorials
- Revising lecture notes and completing readings after lectures
- Other activities, e.g. family, sport and social events.

Then, you will need to use a semester planner and your Unit Outlines to map out assessment tasks across the semester. On a semester planner or calendar, remember to include both due dates and starting dates for assessment tasks.

Next, look at your Weekly Planner again and allocate time for both ongoing assessment tasks and assessment tasks due in the next four weeks. This is the point when you will often have to make hard decisions about your priorities for the semester.

For planning:

- Break larger tasks into smaller tasks. For example, a written task that may be prepared over three weeks can be broken down into the steps of locating resources, reading and making notes, planning the structure, writing, reviewing and editing.
- Use your daily planner or student diary to record daily activities and tasks. Reward yourself by ticking tasks as you complete them.
- Review your Weekly Planner each week. As the semester progresses, you will need to allocate time differently as assessment tasks change and you need to revise for mid-semester tests and final exams. The final exam schedules will not be released until late in the semester, so you will need to add study time for these assessments at that time.

Good planning is the key to a successful semester.

For further information:

- read the *ACU Study Guide: Skills for Success*
- contact an Academic Skills Adviser.