

Planning Your Time

Create a Plan

Use the Weekly Planner Template to schedule how you will spend your time each week.

You could also complete a monthly planner for a broader overview, or a daily planner for a more detailed breakdown of each day.

The planner will help you see the demands on your time outside of your studies and help identify gaps which could be used for studying.

Be realistic in your plan, don't overcommit to studying if you know you will never complete what you are setting out to do. You can always start small and build on your study success, rather than fail at your first attempt.

Weekly Planner

Hour	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							
8.00							
9.00							
10.00							
11.00							
Lunch							
12.00							
1.00							
Afternoon							
2.00							
3.00							
4.00							
Evening							
5.00							
6.00							
7.00							
8.00							

Why Plan?

An action plan helps you see what needs to be done and by when. A plan will keep you motivated and on track.

You can edit your plan. In fact, a good plan will allow for flexibility as things will change – we all know life happens!

You can factor in long term goals. Ask yourself what is the big picture? Remember what you are aiming for and why. This can help when you need to feel motivated to continue.

How to Create a Plan

There are many ways to create a plan:

- Simple to-do lists
- Daily / Weekly / Monthly / Semester / Yearly planners
- Assignment / project based plan
- Diary (electronic or paper based)
- Organisational apps

How you prefer to create your plan is not important, what is important is that it contains all the information you need and that you stick to it once completed.

Your plan should tell you what you need to do, by when and what resources you may need. Make sure all deadlines, exams, meetings etc. are factored in – alongside personal commitments.

Look for potential clashes and decide how you are going to deal with them. Are you able to bring your deadline forward? It can be useful to give yourself a slightly earlier deadline to allow for any unexpected events that may disrupt your plan.

Creating a to-do list is a great way to start planning your time. It is satisfying to tick off tasks as you complete them.

To-do list

Monday	✓✗	Tuesday	✓✗	Wednesday	✓✗	Thursday	✓✗	Friday	✓✗	Saturday	✓✗	Sunday	✓✗