

2023 TRIMESTER 1 PLANNER

(FEBRUARY) MARCH

24	F	Pre-Orientation Week (20-24 February)
25	S	
26	S	
27	M	Orientation Week
28	T	
1	W	
2	T	
3	F	
4	S	
5	S	
6	M	Week 1
7	T	
8	W	
9	T	
10	F	
11	S	
12	S	
13	M	Week 2 Labour Day – Uni open
14	T	
15	W	
16	T	
17	F	
18	S	
19	S	
20	M	Week 3
21	T	
22	W	
23	T	
24	F	
25	S	
26	S	
27	M	Week 4
28	T	
29	W	
30	T	
31	F	T1 Census date*

APRIL

1	S	
2	S	
3	M	Week 5
4	T	
5	W	
6	T	
7	F	Intra-trimester break (7–16 April) Good Friday – Uni closed
8	S	
9	S	
10	M	Easter Monday – Uni closed
11	T	Easter Tuesday – Uni closed
12	W	
13	T	
14	F	
15	S	
16	S	
17	M	Week 6
18	T	
19	W	
20	T	
21	F	
22	S	
23	S	
24	M	Week 7
25	T	ANZAC Day holiday – Uni closed
26	W	
27	T	
28	F	
29	S	
30	S	

MAY

1	M	Week 8
2	T	
3	W	
4	T	
5	F	
6	S	
7	S	
8	M	Week 9
9	T	
10	W	
11	T	
12	F	
13	S	
14	S	
15	M	Week 10
16	T	
17	W	
18	T	
19	F	
20	S	
21	S	
22	M	Week 11
23	T	
24	W	
25	T	
26	F	Teaching period ends
27	S	
28	S	
29	M	
30	T	
31	W	

JUNE

1	T	
2	F	
3	S	
4	S	
5	M	End of unit assessment period begins
6	T	
7	W	
8	T	
9	F	
10	S	
11	S	
12	M	King's Birthday – Uni open
13	T	
14	W	
15	T	
16	F	End of unit assessment period ends
17	S	
18	S	
19	M	Inter-trimester break (19 June – 7 July)
20	T	
21	W	
22	T	
23	F	
24	S	
25	S	
26	M	
27	T	
28	W	
29	T	
30	F	

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JULY

1	S
2	S
3	M Orientation Week
4	T
5	W
6	T
7	F
8	S
9	S
10	M Week 1
11	T
12	W
13	T
14	F
15	S
16	S
17	M Week 2
18	T
19	W
20	T
21	F
22	S
23	S
24	M Week 3
25	T
26	W
27	T
28	F
29	S
30	S
31	M Week 4

AUGUST

1	T
2	W
3	T
4	F
5	S
6	S
7	M Week 5
8	T
9	W
10	T
11	F
12	S
13	S
14	M Intra-trimester break (14–20 August)
15	T T2 Census date*
16	W
17	T
18	F
19	S
20	S
21	M Week 6
22	T
23	W
24	T
25	F
26	S
27	S
28	M Week 7
29	T
30	W
31	T

SEPTEMBER

1	F
2	S
3	S
4	M Week 8
5	T
6	W
7	T
8	F
9	S
10	S
11	M Week 9
12	T
13	W
14	T
15	F
16	S
17	S
18	M Week 10
19	T
20	W
21	T
22	F
23	S
24	S
25	M Week 11
26	T
27	W
28	T
29	F Teaching period ends
30	S

OCTOBER

1	S
2	M
3	T
4	W
5	T
6	F
7	S
8	S
9	M End of unit assessment period begins
10	T
11	W
12	T
13	F
14	S
15	S
16	M
17	T
18	W
19	T
20	F End of unit assessment period ends
21	S
22	S
23	M Inter-trimester break (23 October – 3 November)
24	T
25	W
26	T
27	F
28	S
29	S
30	M Orientation Week
31	T

2023 TRIMESTER 2 PLANNER

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2023 TRIMESTER 3 PLANNER

NOVEMBER

1	W
2	T
3	F
4	S
5	S
6	M <i>Week 1</i>
7	T Melbourne Cup – Uni open
8	W
9	T
10	F
11	S
12	S
13	M <i>Week 2</i>
14	T
15	W
16	T
17	F
18	S
19	S
20	M <i>Week 3</i>
21	T
22	W
23	T
24	F
25	S
26	S
27	M <i>Week 4</i>
28	T
29	W
30	T

DECEMBER

1	F
2	S
3	S
4	M <i>Week 5</i>
5	T
6	W
7	T
8	F
9	S
10	S
11	M <i>Week 6</i>
12	T
13	W
14	T
15	F T3 Census date*
16	S
17	S
18	M <i>Week 7</i>
19	T
20	W
21	T
22	F Intra-trimester break Uni closed (22 December – 7 January)
23	S
24	S
25	M Christmas Day – Uni closed
26	T Boxing Day – Uni closed
27	W
28	T
29	F
30	S
31	S

JANUARY 2024

1	M
2	T
3	W Uni reopens for 2024
4	T
5	F
6	S
7	S
8	M <i>Week 8</i>
9	T
10	W
11	T
12	F
13	S
14	S
15	M <i>Week 9</i>
16	T
17	W
18	T
19	F
20	S
21	S
22	M <i>Week 10</i>
23	T
24	W
25	T
26	F Australia Day holiday – Uni closed
27	S
28	S
29	M <i>Week 11</i>
30	T
31	W

FEBRUARY 2024

1	T
2	F Teaching period ends
3	S
4	S
5	M
6	T
7	W
8	T End of unit assessment period begins
9	F
10	S
11	S
12	M
13	T
14	W
15	T
16	F End of unit assessment period ends
17	S
18	S
19	M Inter-trimester break (19 February – 1 March)
20	T
21	W
22	T
23	F
24	S
25	S
26	M
27	T
28	W

* To confirm the Census dates visit deakin.edu.au/census-date

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Weekly Planner

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

Weekly Planner

Using a weekly planner to manage your time

On the weekly planner enter:

- scheduled classes, seminars etc.
- an hour for preview and an hour for review for each one of these university commitments (ideally these should be scheduled immediately before and immediately after classes, seminars and the like).

If your scheduled classes, seminars etc. remain the same for a number of weeks, photocopy your planner (make a number of copies!) before adding anything else. Then, at the start of each week, add:

- paid work obligations
- meal times
- sporting/recreational commitments
- online time
- family commitments
- social events
- 'me' time.

There should be some white squares left! What are you going to do with them?

Firstly, you have to decide how many hours you need per area of study – and block them in! Remember, some weeks you may have a commitment all day Sunday and so are unable to allow any study time; in other weeks you might nominate Sunday to be full of study commitments – that's why you complete a new planner each week.

How much study time should you allow per unit?

It is generally recommended you allow **10 hours per unit per week** which includes classes and seminar time. However some areas of study require more than this.

If you haven't got enough time for everything then prioritising what you need to do is the key.

Weekly planners are just one way of organising your time effectively – you also need a **trimester** planner for entering exam dates and assignment deadlines to give you an overview of the months ahead.

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:

read McDonald chapters 3&4 (NOT 'do reading'!)

analyse assignment question 2 & make a draft plan (NOT 'start assignment'!)