

2017 TRIMESTER 2 PLANNER

JULY

| |
|------------------|
| 1 |
| 2 |
| 3 |
| 4 |
| 5 |
| 6 |
| 7 |
| 8 |
| 9 |
| 10 <i>Week 1</i> |
| 11 |
| 12 |
| 13 |
| 14 |
| 15 |
| 16 |
| 17 <i>Week 2</i> |
| 18 |
| 19 |
| 20 |
| 21 |
| 22 |
| 23 |
| 24 <i>Week 3</i> |
| 25 |
| 26 |
| 27 |
| 28 |
| 29 |
| 30 |
| 31 <i>Week 4</i> |

AUGUST

| |
|--|
| 1 |
| 2 |
| 3 |
| 4 |
| 5 |
| 6 |
| 7 <i>Week 5</i> |
| 8 |
| 9 |
| 10 |
| 11 |
| 12 |
| 13 |
| 14 <i>Intra-trimester break (14 – 20 August)</i> |
| 15 <i>Census date</i> |
| 16 |
| 17 |
| 18 |
| 19 |
| 20 |
| 21 <i>Week 6</i> |
| 22 |
| 23 |
| 24 |
| 25 |
| 26 |
| 27 |
| 28 <i>Week 7</i> |
| 29 |
| 30 |
| 31 |

SEPTEMBER

| |
|--|
| 1 |
| 2 |
| 3 |
| 4 <i>Week 8</i> |
| 5 |
| 6 |
| 7 |
| 8 |
| 9 |
| 10 |
| 11 <i>Week 9</i> |
| 12 |
| 13 |
| 14 |
| 15 |
| 16 |
| 17 |
| 18 <i>Week 10</i> |
| 19 |
| 20 |
| 21 |
| 22 |
| 23 |
| 24 |
| 25 <i>Week 11</i> |
| 26 |
| 27 |
| 28 <i>Teaching period ends</i> |
| 29 <i>AFL Grand Final Eve – Uni closed</i> |
| 30 |

OCTOBER

| |
|---|
| 1 |
| 2 |
| 3 |
| 4 |
| 5 |
| 6 |
| 7 |
| 8 |
| 9 <i>Exams begin</i> |
| 10 |
| 11 |
| 12 |
| 13 |
| 14 |
| 15 |
| 16 |
| 17 |
| 18 |
| 19 |
| 20 <i>Exams end</i> |
| 21 |
| 22 |
| 23 <i>Inter-trimester break (23 October – 3 November)</i> |
| 24 |
| 25 |
| 26 |
| 27 |
| 28 |
| 29 |
| 30 |
| 31 |



2017 TRIMESTER 3 PLANNER

NOVEMBER

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

DECEMBER

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

JANUARY 2018

| |
|-------------------------------|
| 1 New Years Day – Uni closed |
| 2 Uni closed |
| 3 Uni closed |
| 4 |
| 5 |
| 6 |
| 7 |
| 8 <i>Week 8</i> |
| 9 |
| 10 |
| 11 |
| 12 |
| 13 |
| 14 |
| 15 <i>Week 9</i> |
| 16 |
| 17 |
| 18 |
| 19 |
| 20 |
| 21 |
| 22 <i>Week 10</i> |
| 23 |
| 24 |
| 25 |
| 26 Australia Day – Uni closed |
| 27 |
| 28 |
| 29 <i>Week 11</i> |
| 30 |
| 31 |

FEBRUARY 2018

| |
|--|
| 1 |
| 2 T3 teaching period ends |
| 3 |
| 4 |
| 5 |
| 6 |
| 7 |
| 8 Exams begin |
| 9 |
| 10 |
| 11 |
| 12 |
| 13 |
| 14 |
| 15 |
| 16 Exams end |
| 17 |
| 18 |
| 19 Inter-trimester break (19 February – 2 March) |
| 20 |
| 21 |
| 22 |
| 23 |
| 24 |
| 25 |
| 26 |
| 27 |
| 28 |



WEEKLY PLANNER



| | Mon | Tue | Wed | Thurs | Fri | Sat | Sun |
|-------|-----|-----|-----|-------|-----|-----|-----|
| 7am | | | | | | | |
| 8am | | | | | | | |
| 9am | | | | | | | |
| 10am | | | | | | | |
| 11am | | | | | | | |
| 12pm | | | | | | | |
| 1pm | | | | | | | |
| 2pm | | | | | | | |
| 3pm | | | | | | | |
| 4pm | | | | | | | |
| 5pm | | | | | | | |
| 6pm | | | | | | | |
| 7pm | | | | | | | |
| 8pm | | | | | | | |
| 9pm > | | | | | | | |

Using a weekly planner to manage your time

On the weekly planner enter:

- scheduled lectures, tutorials, 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 lectures, tutorials and the like).

If your scheduled lectures, tutorials, 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 lecture and tutorial 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!')