

Weekly Planner

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

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'!)

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2018 TRIMESTER 3 PLANNER

NOVEMBER

1
2
3
4
5 <i>Week 1</i>
6 Melbourne Cup Day – Uni open
7
8
9
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11
12 <i>Week 2</i>
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14
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18
19 <i>Week 3</i>
20
21
22
23
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25
26 <i>Week 4</i>
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30

DECEMBER

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

JANUARY 2019

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

FEBRUARY 2019

1 <i>Teaching period ends</i>
2
3
4
5
6
7 <i>Exams begin</i>
8
9
10
11
12
13
14
15 <i>Exams end</i>
16
17
18 <i>Inter-trimester break (18 February – 1 March)</i>
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