### MARCH

1. Orientation Week (25 February–1 March)

### APRIL

1. Week 1

### MAY

1. Week 9

### JUNE

1. Queen's Birthday – Uni open

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**MARCH**

1. Orientation Week (25 February–1 March)

**APRIL**

1. Week 1

**MAY**

1. Week 9

**JUNE**

1. Queen's Birthday – Uni open
### JULY

1. Orientation Week

2. Week 1

3. Week 2

4. Intra-trimester break (12–18 August)

5. Week 3

6. Week 4

7. Census date

8. Week 5

9. Week 6

10. Week 7

11. Week 8

12. Intra-trimester break (21 October–8 November)

### AUGUST

1. Week 8

2. Week 9

3. Week 10

4. Week 11

5. Teaching period ends

6. AFL Grand Final Eve – Uni closed

7. Exams begin

8. Exams end

9. Inter-trimester break (21 October–8 November)

10. Teacing period ends

11. AFL Grand Final Eve – Uni closed

12. Teaching period ends

13. AFL Grand Final Eve – Uni closed

14. Teaching period ends

15. AFL Grand Final Eve – Uni closed

16. Teaching period ends

17. AFL Grand Final Eve – Uni closed

18. Teaching period ends

19. AFL Grand Final Eve – Uni closed

20. Teaching period ends

21. AFL Grand Final Eve – Uni closed

22. Teaching period ends

23. AFL Grand Final Eve – Uni closed

24. Teaching period ends

25. AFL Grand Final Eve – Uni closed

26. Teaching period ends

27. AFL Grand Final Eve – Uni closed

28. Teaching period ends

29. AFL Grand Final Eve – Uni closed

30. Teaching period ends

31. AFL Grand Final Eve – Uni closed

### SEPTEMBER

1. Week 8

2. Week 9

3. Week 10

4. Week 11

5. Week 12

6. Week 13

7. Week 14

8. Week 15

9. Week 16

10. Week 17

11. Week 18

12. Week 19

13. Week 20

14. Week 21

15. Week 22

16. Week 23

17. Week 24

18. Week 25

19. Week 26

20. Week 27

21. Week 28

22. Week 29

23. Week 30

24. Week 31

### OCTOBER

1. Week 8

2. Week 9

3. Week 10

4. Week 11

5. Week 12

6. Week 13

7. Week 14

8. Week 15

9. Week 16

10. Week 17

11. Week 18

12. Week 19

13. Week 20

14. Week 21

15. Week 22

16. Week 23

17. Week 24

18. Week 25

19. Week 26

20. Week 27

21. Week 28

22. Week 29

23. Week 30

24. Week 31

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**Deakin University CRICOS Provider Code:** 00113B
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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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