

TIP SHEET

Using a Weekly Planner

A weekly planner helps you keep track of your different responsibilities, and schedule your time appropriately to meet those obligations, including your study.

Remember: Most of the time you spend studying will be outside of lectures and tutorials.

The following points will help you use your weekly planner effectively.

1. HOW'S YOUR WEEK LOOKING?

Think about all of the things that require your time or attention during a typical week, such as:

- Uni classes (lectures/tutorials)
- Study time (reading, assignment prep)
- Paid/voluntary work
- Travel time
- Family commitments
- Sporting commitments
- Shopping
- Housework
- Library
- Watching TV
- Socialising
- Exercise
- Gardening
- Walking dogs

2. WHAT'S NON-NEGOTIABLE?

Put essential and non-flexible commitments into your planner first, e.g. classes, work shifts. Be realistic about how much time you allocate for these activities, allowing for travel time, preparation, etc.

3. FULL-TIME STUDY IS LIKE A JOB

Once you've scheduled in all of your 'must-do' commitments, you'll see how much time you have left to do your uni work. Think about a full-time study load as equivalent to a full-time job, i.e. about 37-40 hours a week. This includes class time, reading, assignment prep, etc.

This is the amount of time you should be thinking about for study until you know how much actual time you need for your course. Some units or courses demand more time than others.

4. WHEN'S YOUR BEST STUDY TIME?

Work out when you study best during the day and the week. This is when you should tackle your more demanding units, assignments, etc. Identify other times that are good for less challenging activities like going to the library to find books, photocopying. Schedule these activities into your weekly planner.

5. PRIORITISE!

Remember that it's generally not possible to fit in all the things you'd like to do in a week. You'll need to prioritise activities to ensure you have enough time to make it happen.

6. GIVE YOURSELF A BREAK

Make sure that you schedule some down time into your schedule. Not every cell in your planner needs to be allocated to an activity.

7. TOO MUCH?

If you can't fit all of your 'commitments' into your planner you'll need to re-think how much you've taken on. You might have to make some changes!

8. GOT THE BEST TIME?

Be realistic about how you allocate your time. For example, if you know that you can't concentrate when you're tired, don't schedule a regular study session after a long day of work/uni/family commitments.

9. FIXED OR FLEXIBLE?

Some people like to have fixed schedules, while others like a more flexible approach. Whatever your preference, ensure you have regular blocks of study time. Depending on the nature of your commitments, it may be necessary to review your planner every week to account for changing shifts, etc. If so, allocate some time to prepare your planner for the coming week.

10. USE IT OR LOSE IT

A weekly planner is only useful if you follow it. Once you've put it together make sure you place it somewhere where you can easily, and frequently, refer to it, e.g. above your study desk.

WANT TO CHAT TO SOMEONE?

For a confidential – and free – chat about your general situation, please contact our Counselling service to make an appointment at any of our campuses.

✉ counselling@ecu.edu.au 📞 (08) 9370 6706

Alternatively, you can discuss study techniques and tips with a Learning Adviser in our Academic Skills Centre.

✉ learningadviser@ecu.edu.au

WEEKLY PLANNER

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
7am – 8am							
8am – 9am							
9am – 10am							
10am – 11am							
11am – 12pm							
12pm – 1pm							
1pm – 2pm							
2pm – 3pm							
3pm – 4pm							
4pm – 5pm							
5pm – 6pm							
6pm – 7pm							
7pm – 8pm							
8pm – 9pm							
9pm – 10pm							