Study and Time Management

Semester Planning
At the beginning of each semester, it is a good idea to make a semester plan - perhaps on a big wall chart where you can see it at a glance. Refer to your unit outline and UCLearn (Canvas) site for the timetable and deadlines. Record when your assignments are due and note relevant readings and exercises that need to be completed leading up to each assignment.

Weekly Planning
For any 3 credit point (CP) unit (e.g. a standard semester-long unit), the suggested workload is 150 hours. This equates to approximately 10 – 11 hours per unit each week, including exam weeks. This weekly total includes contact hours, such as lectures and tutorials, as well as time spent studying and completing assignments. It is likely that you will need to spend more time on this in some weeks than others.

To use your time effectively, it is a good idea to:
• Prepare for each lecture by completing the weekly readings and review your lecture notes afterwards
• Prepare for tutorials and workshops by doing readings, completing any tutorial questions or exercises and making a list of questions to ask
• Prepare for assignments using your semester planner as a guide.

Daily Planning
Your daily plan should be achievable and balanced to help you meet your goals.

Consider:
• Lectures and tutorials
• Work commitments
• Normal daily activities
• Breaks
• Other commitments.

To effectively plan how you will spend your days while at university, ask yourself:
• Do you work better in the evening or prefer studying in the morning? Plan your daily schedule around when you work best.
• Do you have flexibility in your work roster? Keep your work schedule as manageable as possible. Try to take on additional work hours during less demanding study weeks, if possible, and reduce hours during more demanding study weeks.
• What activities do you do for relaxation? Your brain and body will work better if you take some time off, so make sure you plan some time for relaxation.
• Do you have any events coming up? Write important events on your planner so you can plan around them.

Study Session Planning

Before you begin studying:
• Be clear about the task
• Set a goal for the session
• Set up a space where you can study effectively and without disturbance
• Collect all the materials you may need, for example notes, readings and textbooks
• Break the task into manageable steps and create a list.

While you are studying:
• Tick off each task as you go
• Switch between tasks to maintain interest and engagement
• Have regular breaks; a 10-minute break every 50 minutes is a good rule.

After the study session:
• Use positive self-talk. Remind yourself that you met your goal and praise yourself for what you did well
• Reward yourself by doing something you enjoy.