**Analyse your use of time**

|  |  |  |
| --- | --- | --- |
|  | What I do now | Strategies to improve: based on the Get organised for study webinar or video or other sources |
| How do I waste time? |  |  |
| Do I plan my time well? |  |  |
| Do I have problems getting started? |  |  |
| Do I make the most of spare moments? |  |  |

Adapted from: Cottrell, S. (2008). *The study skills handbook* (3rd ed.). London, England: Palgrave Macmillan.

|  |
| --- |
| Assignment Summary |
| Unit | **Assessment #** | **Type of task** | **Length** | **Due date** | **Value** | **Final mark %**  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**Weekly Study Planner:** Week ……………. Term ………………... Year……………..

|  | Mon | Tues | Wed | Thurs | Fri | Sat | Sun |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 7.30am – 8am |  |  |  |  |  |  |  |
| 8 – 8.30am |  |  |  |  |  |  |  |
| 8.30am – 9am |  |  |  |  |  |  |  |
| 9 – 9.30am |  |  |  |  |  |  |  |
| 9.30am – 10am |  |  |  |  |  |  |  |
| 10 – 10.30am |  |  |  |  |  |  |  |
| 10.30am – 11am |  |  |  |  |  |  |  |
| 11 – 11.30am |  |  |  |  |  |  |  |
| 11.30am – 12pm |  |  |  |  |  |  |  |
| 12 – 12.30pm |  |  |  |  |  |  |  |
| 12.30pm – 1pm |  |  |  |  |  |  |  |
| 1 – 1.30pm |  |  |  |  |  |  |  |
| 1.30pm – 2pm |  |  |  |  |  |  |  |

|  | Mon | Tues | Wed | Thurs | Fri | Sat | Sun |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 2 – 2.30pm |  |  |  |  |  |  |  |
| 2.30pm – 3pm |  |  |  |  |  |  |  |
| 3 – 3.30pm |  |  |  |  |  |  |  |
| 3.30pm – 4pm |  |  |  |  |  |  |  |
| 4 – 4.30pm |  |  |  |  |  |  |  |
| 4.30pm – 5pm |  |  |  |  |  |  |  |
| 5 – 5.30pm |  |  |  |  |  |  |  |
| 5.30pm – 6pm |  |  |  |  |  |  |  |
| 6 – 6.30pm |  |  |  |  |  |  |  |
| 6.30pm – 7pm |  |  |  |  |  |  |  |
| 7 – 7.30pm |  |  |  |  |  |  |  |
| 7.30pm – 8pm |  |  |  |  |  |  |  |
| 8 – 8.30pm |  |  |  |  |  |  |  |
| 8.30pm – 9pm |  |  |  |  |  |  |  |
| 9 – 9.30pm |  |  |  |  |  |  |  |
| 9.30pm – 10pm |  |  |  |  |  |  |  |

**Daily Study Planner**

|  |  |  |
| --- | --- | --- |
| Unit | To do | 🗹 Complete |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Remember!

* Take regular breaks
* Drink plenty of water
* Start tomorrow’s to-do list with whatever you didn’t get done today
* Check your assessment due dates to help you prioritise