VARIOUS STUDY PLANNERS

**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? |  |  |

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

**Assignment Summary**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Unit | Assessment # | Type of task | Length | Due date | Value | Final mark % |
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| Time | 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 |  |  |  |  |  |  |  |

**Weekly Study Planner**

**Daily Study Planner**

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| Unit | To do | 🗹 Complete |
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**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