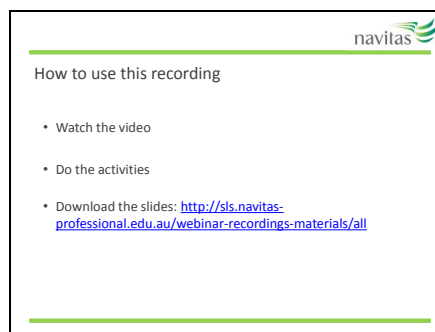


Slide 1



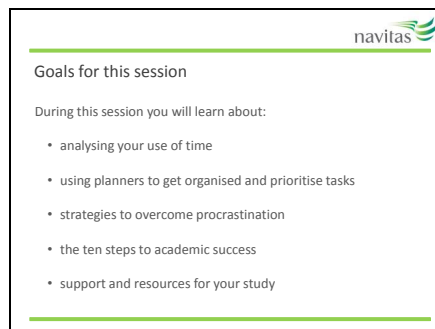
Welcome to the webinar recording for Get Organised for Study. This topic will be useful for ACAP, NCPS, HSA students. This also includes students studying Diploma courses at ACAP.

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This is a recording of the material we cover in the live webinar of this topic. You can watch this video straight through or you can pause at anytime to take notes or do the activities. You can also access the slides for this webinar from the SLS website

Slide 3



This video will discuss some strategies for organising your time to maximise the potential for academic success. We'll look at different types of planners and some strategies to help avoid procrastination. There will also be links to further resources and support you may need throughout the term. Let's get started.

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Time management

Good time management is about planning your study and prioritising tasks. It is also about self-awareness to understand how you:

- use your time well
- waste your time
- learn best

This awareness will help you study more efficiently and effectively.




In order to plan your time well, it's a good idea to be aware about what helps you use your time well, what might waste your time and how you learn best. Understanding these things can help you study more efficiently and effectively.

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Your current use of time

1. Do you use your time well?
A) Always
B) Mostly
C) Somewhat
D) Not at all
2. How do you currently plan your time?
A) Down to the last minute
B) Carefully
C) A bit
D) Not at all




Take a moment to think about how you currently manage your time. Do you use your time well? How do you plan and manage your time? What ways might you improve on that?

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Your current use of time

How do you waste time?
Do you have trouble getting started on a task?



Also think about how you might waste your time. What are the things that contribute to you NOT being able to get started on a task? For example, are there certain times of the day when it's harder to get motivated to study? Are you more productive when you study at home, or somewhere else like the library? What in particular distracts you from getting on with your work? Now that you've identified your current use of time, let's look at some strategies to help you get even more organised for study.

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Plan ahead and prioritise

One strategy for using your time effectively is to use planners.

- Assignment summary planner
- Term planner
- Weekly planner
- Daily planner

These planners can be downloaded from:
<http://sls.navitas-professional.edu.au/clone-time-management>

One of the best strategies for using your time effectively is to use planners. There are different types of planners to help manage your time such as assignment planners, term planners, weekly planners and daily planner. You can download these planners from the Student Learning Support website.

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Assignment summary planner

| Unit | Assessment type | Quantity/Task | Length | Due date | % | Final mark % |
|---------------------|-----------------|--|--------------------------|----------|-----------------------|--------------|
| COUS0022 | 1. Essay | Prepare and present a 10-minute presentation | 1,200 words | 20/11 | 100% | |
| 2. Reflective essay | | | | | | |
| 3. Assignment | | Develop a journal writing session | 400 words | 20/11 | 100% | |
| 4. Assignment | | Weekly journal entries for 12 weeks: 5 day skills, verification examples, review of skills, operations, application skills to theory | Final 3,000 300 words | 20/12 | 100% | |
| 5. Summary | | Summary of journal and discussion of application of skills case | 400 words | 10/12 | Included with journal | |
| 80210101 | 1. Essay | | | | | |
| 80210101 | 2. Essay | | | | | |

Let's look at an assignment summary planner. This is where you transfer all of the essential assignment information from your unit outlines onto the one summary sheet. At a glance you can see when it is due, the length and the weighting. It's a good idea to create this as early as possible in the term to create an awareness of all your assessment tasks, so none are overlooked! It helps put all the information in one place and keeps you mindful of the preparation needed for your assignments as you study.

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Term planner

| Week | Week Ending | Mon | Tue | Wed | Thurs | Fri | Sat | Sun |
|-------|-------------|-----|-----|-----|-------|-----|-----|-----|
| 1 | 18/02 | | | | | | | |
| 2 | 25/02 | | | | | | | |
| 3 | 04/03 | | | | | | | |
| 4 | 11/03 | | | | | | | |
| 5 | 18/03 | | | | | | | |
| 6 | 25/03 | | | | | | | |
| Break | 1/04 | | | | | | | |
| 7 | 08/04 | | | | | | | |
| 8 | 15/04 | | | | | | | |
| 9 | 22/04 | | | | | | | |
| 10 | 29/04 | | | | | | | |
| 11 | 06/05 | | | | | | | |
| 12 | 13/05 | | | | | | | |

You will also find a term planner beneficial. This is good for noting down when assignments are due, as well as marking when you need to start doing certain things during the term. It's also a good way to identify the periods of term that are busy; for example, there are often several assignments due around Week 11. This planner helps plan for these busy periods. A term planner is also useful for adding personal commitments, for example, school holidays. You will notice that there is always a break somewhere in the term and that a term runs for 12 weeks. The term

planner can be slightly different for each school, so make sure you check the Student Learning Support website for the most recent planner.

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Weekly planner

| | Mon | Tues | Wed | Thurs | Fri | Sat | Sun |
|---------|-------|-------|-------|-------|-------|-------|-------|
| 7-8am | | | | | | | |
| 8-9am | Class | Maths | Maths | Maths | Maths | Maths | Maths |
| 9-10am | Class | Maths | Maths | Maths | Maths | Maths | Maths |
| 10-11am | Maths | Maths | Maths | Maths | Maths | Maths | Maths |
| 11-12pm | Maths | Maths | Maths | Maths | Maths | Maths | Maths |
| 12-1pm | Maths | Maths | Maths | Maths | Maths | Maths | Maths |
| 1-2pm | Maths | Maths | Maths | Maths | Maths | Maths | Maths |
| 2-3pm | Maths | Maths | Maths | Maths | Maths | Maths | Maths |
| 3-4pm | Maths | Maths | Maths | Maths | Maths | Maths | Maths |
| 4-5pm | Maths | Maths | Maths | Maths | Maths | Maths | Maths |
| 5-6pm | Maths | Maths | Maths | Maths | Maths | Maths | Maths |
| 6-7pm | Maths | Maths | Maths | Maths | Maths | Maths | Maths |
| 7-8pm | Maths | Maths | Maths | Maths | Maths | Maths | Maths |
| 8-9pm | Maths | Maths | Maths | Maths | Maths | Maths | Maths |

It can also be very useful to analyse how you use time over a week. Analysing your use of time through a week is an effective way to identify any blocks of time that could be used for study. Remember, it's also important to schedule some free time. However, remember to reduce some of your other activities, e.g. work and socialising to make time available to study. It won't always work out the way you want but try and be realistic!


Slide 11

Daily planner

| Things to do today | Completed |
|--|--------------------------|
| 1. Read Egan Ch. 6 | <input type="checkbox"/> |
| 2. Get advice from librarian about articles for assignment 1 | <input type="checkbox"/> |
| 3. Babysit Kiera 7pm | <input type="checkbox"/> |
| 4. Call Mum | <input type="checkbox"/> |
| 5. Do essay plan for assignment 2 | <input type="checkbox"/> |
| 6. _____ | <input type="checkbox"/> |

The final planner that you may find useful is a daily planner. A daily planner helps with prioritising your tasks and gives direction when you sit down to study or write. Put your most important tasks first and start others when your top tasks are complete. Also make sure the tasks are clear and specific. For example, instead of writing 'do reading for assignment' this student has written 'read Egan, chapter 6'.

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After planning..... implementation

Use the timeslots in your plans wisely: Quality is more important than quantity!

- Short time slots: Review class notes, complete short readings, jot down ideas and essay plans
- Medium time slots: Search for sources, read sources and take notes, write sections of an assignment, proofread assignments
- Long time slots: Do extensive reading, write assignments, review and revise assignments

It's also important to think about what you can realistically achieve in certain time slots. For example, if you only have a short time slot for study, check off smaller tasks such as reviewing class notes, completing short readings, or jotting down ideas and essay plans. For medium time slots of a couple of hours, tackle some bigger tasks such as searching for sources, reading sources and taking notes, writing sections of an assignment such as the intro or conclusion or proofreading assignments. For long time slots where you have a block of at least a few hours, do extensive reading where you compare and synthesise information from sources, write your assignments and carefully review and revise your assignments. Using timeslots well is key to being productive and efficient.


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Procrastination

Why do we procrastinate?

- A) Fear and anxiety about the task we need to do
- B) It's difficult to concentrate
- C) Poor time management
- D) There's nowhere quiet to work
- E) Any or all of the above



Now let's have a look at procrastination and why we procrastinate. Take a moment to think of the reasons you might put things off or why you may have trouble getting started on a task. Do any of these resonate with you?

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Procrastination

| Reason for procrastination | Possible solutions |
|--|---|
| Unrealistic expectations and perfectionism | <ul style="list-style-type: none"> Start the task right away and do your best. Revise later. It's OK to fail sometimes. Ask for help to improve next time. |
| Fear and anxiety about the task | <ul style="list-style-type: none"> Break the task into small parts. Set small goals. Do one task a time. |
| Difficulty concentrating | <ul style="list-style-type: none"> Work out when and where you study best. Organise your space. Review notes before starting to write. Use a worry pad. |
| Poor time management | <ul style="list-style-type: none"> Record your use of time and categorise it. Make a term planner, weekly schedule and daily priority list. |

Here we've given some common reasons for procrastination: unrealistic expectations and perfectionism, fear and anxiety about the task, difficulty concentrating and poor time management. If you can identify with any of these, we've shown solutions which may help you overcome these.

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- navitas
- ### Ten steps to academic success
1. Organise your time, space and mind for study!
 2. Develop a study plan and follow it
 3. Be proactive and talk to your educator if you don't understand something
 4. Participate fully in learning activities
 5. Embrace technology
 6. Develop your networks! Find a study buddy, ask questions on Facebook, the online Student Lounge, the classroom
 7. Start assessment tasks early
 8. Get help from Student Learning Support (SLS)
 9. Adjust your expectations and stay focused... Believe in yourself
 10. Complain and moan from time to time if this makes you feel better... But only if you are following steps one to nine!


Finally, we've put together our ten best tips to maximise your road to academic success. You might like to press pause now.

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More information on time management


ACAP



Studying Successfully at ACAP

- Learn To Use Your Online Class Space
- Time Management
- Planning
- Note Taking
- Group Work Skills
- Motivation and Procrastination
- Learning Styles and Approaching Your Studies


NCPS



Studying Successfully at NCPS

- Learn To Use Your Online Class Space
- Time Management
- Planning
- Note Taking
- Learning Styles and Approaching Your Studies
- Motivation and Procrastination
- Group Work Skills

HSA




Studying Successfully at HSA

- Learn How To Use Your Online Class Space
- Time Management
- Organisation
- Reading
- Group Work Skills
- Learning Styles and Approaching Your Studies
- Motivation and Procrastination

For more information on time management, check out the time management section on the SLS website under the "studying successfully" section. You can also download the planners shown in this video from this section of the website.

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Contact the Student Learning Support (SLS) team

| | |
|---|---|
| ACAP Sydney and online students (02) 82368051 learningsupportsyd@acap.edu.au | HSA Melbourne students (03) 9633 0191 hsalearningsupport@navitas.com |
| ACAP Melbourne and Adelaide students (03) 8613 0626 supportmelb@acap.edu.au | HSA Brisbane students (07) 3234 4405 hsalearning.support@navitas.com |
| ACAP Brisbane students (07) 3234 4405 supportbris@acap.edu.au | NCPS students (03) 8327 2639 supportncps@navitas.com |

Get in touch with us at Student Learning Support if you have any queries or need further help with getting organised for study. Good luck with your studies!