

CREATING A WEEKLY PLANNER: PLANNING FOR SUCCESS

Download a copy of a blank weekly planner here:

[Weekly Planner Template](#)

First, schedule lectures, tutorials, practicals and work commitments. These are the commitments which you must attend and are not flexible.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8am-9am						WORK	
9am-10am		ED1421 PMS	ED1421 Lecture	EL1100 Lecture			
10am-11am		ED1401 Lecture Tues					
11am-12pm						④	
12pm-1pm							
1pm-2pm			ED1401 Tutorial			WORK	
2pm-3pm							
3pm-4pm							
4pm-5pm			ED1421 Tutorial	EL1100 Tutorial			
5pm-6pm				WORK			
6pm-7pm	WORK						
7pm-8pm							
8pm-9pm	③						

Then add in your study hours. This includes preparing for lectures, tutorials, workshops and labs. As the semester progresses you will add details to these blocks (e.g. prepare draft essay, write essay, edit essay). Add in any extra workshops you plan to attend (e.g. academic writing, active learning, maths refresher or basic statistics). Prioritise tasks according to importance and urgency.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8am-9am	ED1401 Reading Note taking (use effective reading guide)	ED1421 PMS	ED1421 Lecture	EL1100 Lecture	ED1421 Tutorial prep assessment focus	WORK	
9am-10am							
10am-11am		ED1401 Lecture Tues	EL1100 reading	Academic writing Workshop		④	
11am-12pm				Active Learning Workshop			
12pm-1pm	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH		
1pm-2pm	ED1421 Reading lecture preparation	ED1401 Tutorial preparation	ED1401 Tutorial		EL1100 workshop preparation	WORK	
2pm-3pm		assessment focus	EL1100 tutorial preparation				
3pm-4pm							
4pm-5pm				EL1100 Tutorial			
5pm-6pm			ED1421 Tutorial	WORK			
6pm-7pm	WORK						
7pm-8pm							
8pm-9pm	③						

Include leisure activities, time to relax and time with friends and family and reward yourself for your effort. A balance between university, work, social activities and family is extremely important when studying at university.

Weekly Study Planner							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8am-9am	ED1401 Reading Note taking (use effective reading guide)	ED1421 PASS	ED1421 Lecture	EL1100 Lecture	ED1421 tutorial prep assessment focus	WORK	
9am-10am							
10am-11am		ED1401 Lecture Tues	EL1100 reading	Academic Writing Workshop			
11am-12pm				Active Learning Workshop			
12pm-1pm	LUNCH	LUNCH	LUNCH		LUNCH	LUNCH	
1pm-2pm	ED1421 Reading lecture preparation	ED1401 tutorial preparation assessment focus	ED1401 tutorial	LUNCH	EL1100 workshop preparation	WORK	
2pm-3pm			EL1100 tutorial preparation				
3pm-4pm				EL1100 tutorial			
4pm-5pm							
5pm-6pm	DINNER		ED1421 tutorial	WORK			
6pm-7pm							
7pm-8pm	WORK						
8pm-9pm							

Stick to the weekly plan you have created.



Next, your semester assessment planner:

[Semester Planner Guide](#)