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The Learning Centre
UNLOCK YOUR POTENTIAL




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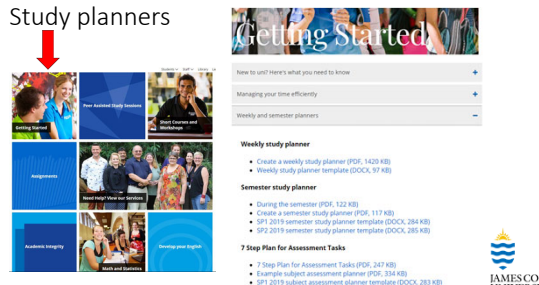
Every Second Counts: Organise yourself through strategic and purposeful planning




The Learning Centre
UNLOCK YOUR POTENTIAL



Study planners



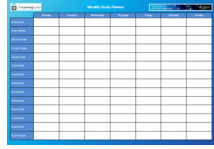
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Organise yourself for success

Strategic and purposeful planning
leads to success!!!


Weekly planner



Semester planner




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Tips for a weekly plan


Workload per subject



5-10 hours of
self-study
(individually or
with peers)




10-12
hours per
week



2-5 hours of contact
time (attendance at
timetabled online
and/or on-campus
sessions)

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Tips for a weekly plan

- Review the subject outlines for each subject

Weekly tasks	BU1105	SP1002
Lectures	3 hrs	2 hrs
Tutorials		1 hr
Practical - lab	-	2 hrs
Assignment preparation	4 hrs	3 hrs
Reading	2 hrs	1.5 hrs
Tutorial preparation	1.5 hrs	30 mins
Integrate notes	1 hr	1 hr
Synthesise/revise	30 mins	1 hr

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Weekly planner example

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8am-9am	Workshop	Workshop	Workshop	Workshop	Workshop	Workshop	Workshop
9am-10am	Workshop	Workshop	Workshop	Workshop	Workshop	Workshop	Workshop
10am-11am	Workshop	Workshop	Workshop	Workshop	Workshop	Workshop	Workshop
11am-12pm	Workshop	Workshop	Workshop	Workshop	Workshop	Workshop	Workshop
12pm-1pm	Workshop	Workshop	Workshop	Workshop	Workshop	Workshop	Workshop
1pm-2pm	Workshop	Workshop	Workshop	Workshop	Workshop	Workshop	Workshop
2pm-3pm	Workshop	Workshop	Workshop	Workshop	Workshop	Workshop	Workshop
3pm-4pm	Workshop	Workshop	Workshop	Workshop	Workshop	Workshop	Workshop
4pm-5pm	Workshop	Workshop	Workshop	Workshop	Workshop	Workshop	Workshop
5pm-6pm	Workshop	Workshop	Workshop	Workshop	Workshop	Workshop	Workshop
6pm-7pm	Workshop	Workshop	Workshop	Workshop	Workshop	Workshop	Workshop
7pm-8pm	Workshop	Workshop	Workshop	Workshop	Workshop	Workshop	Workshop
8pm-9pm	Workshop	Workshop	Workshop	Workshop	Workshop	Workshop	Workshop

1. Lectures, tutorials and practicals
2. Work, sport
3. Study times, summarise notes, pre-reading, draft assignments
4. Social activities



Tips for a semester plan

- Avoid feeling overwhelmed
 - Create a semester long study plan
- Look at the **subject outline** for each of your subjects
- Record due dates of each assessment
- Include assessment type, % value and word limit



Semester plan example

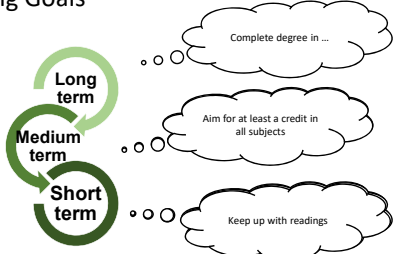
Week	Subject 1	Subject 2	Subject 3	Subject 4
Week 1
Week 2
Week 3
Week 4
Week 5
Week 6
Week 7
Week 8
Week 9
Week 10
Week 11
Week 12
Week 13
Week 14
Week 15
Week 16
Week 17
Week 18
Week 19
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Week 47
Week 48
Week 49
Week 50
Week 51
Week 52



7 Steps to Success



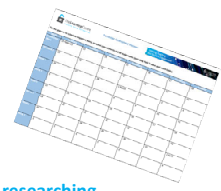
Setting Goals



Assessment planning

Semester plan:

- mark assessment due dates on your calendar



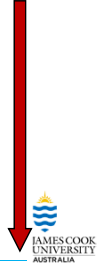
Assessment timeline:

- **1/3** of your time to **unpacking and researching**
- **1/3** of your time to **planning and drafting**
- **1/3** of your time to **editing** your assessments



7 steps to assessment planning

Understand the task	<ul style="list-style-type: none"> Read the task description and the assessment criteria. What are the key terms? Word count?
Research	<ul style="list-style-type: none"> Locate peer reviewed articles. Understand key terms and locate example or evidence to substantiate your claims.
Essay plan	<ul style="list-style-type: none"> Outline the structure of your assignment. What is the focus of each body paragraph/section?
Write a first draft	<ul style="list-style-type: none"> Include evidence and examples to support your claim.
Critical reflection	<ul style="list-style-type: none"> Ask a critical friend to read through your draft using the criteria sheet.
Edit and redraft	<ul style="list-style-type: none"> Respond to the feedback. Edit and proofread draft. Attend to spelling, punctuation, grammar and referencing.
Submit	<ul style="list-style-type: none"> Due date? Save assign? Hard copy?



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Assessment planning

Example of an essay due on March 23

- Backward map from due date.
- An assessment timeline is an effective tool that will save you time and help you stay on track.
- Use a timeline for each assessment piece to help organise your semester.



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Successful Students Connect: What A-grade students do



Successful Students Connect

- Study buddy
- Talk
- Share ideas

- Reading
- Purposely
- Critically



- Writing
- Assignments
- Take and make notes

- Subject Outline
- LearnJCU
- Discussion boards



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Reading for a reason

What's your purpose for reading?

Are you...

- following up a lecture?
- preparing for a workshop?
- researching for an assignment?

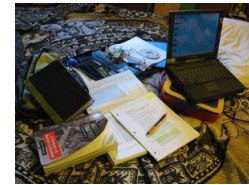


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Reading for a reason

Follow a reading technique - SQ3R

- SURVEY:** Scan / Skim
 - Use the text structure
- QUESTION**
- READ** section by section
- RECITE** answer your questions
- REVIEW**
 - Make notes
 - Check definitions
 - Learn new words



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Note-taking

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Note-taking

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Electronic note-taking

Examples:

- OneNote
- Evernote
- Google Notes
- Uber note
- Simplenote
- Fetchnote
- Springnote

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Note-taking tips

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Note-taking

Whichever note-taking system you use, remember that the important thing is that you **paraphrase** and **reflect**, not just repeat.

Remember to connect with other students

Try to explain your notes to your study buddy!

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