Every Second Counts: Organise yourself through strategic and purposeful planning

Study planners

Organise yourself for success
Strategic and purposeful planning leads to success!!!

Weekly planner
Semester planner

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)

Tips for a weekly plan

- Review the subject outlines for each subject
Weekly planner example

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

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
- Read the task description and key assessment criteria.
- What are the key terms? Word count?

Research
- Locate peer-reviewed articles.
- Understand key terms and locate example or evidence to substantiate your claims.

Essay plan
- Outline the structure of your assignment.
- What is the focus of each body paragraph/section?

Write a first draft
- Include evidence and examples to support your claims.

Critical reflection
- Ask a critical friend to read through your draft using the criteria sheet.

Edit and redraft
- Respond to feedback.
- Edit and proofread draft. Attend to spelling, punctuation, grammar, and referencing.

Submit
- Due date?
- Safe assign? Hard copy?

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.

Successful Students Connect

What A-grade students do

What's your purpose for reading?
- Are you…
  - following up a lecture?
  - preparing for a workshop?
  - researching for an assignment?

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
Reading critically
To read critically, you need to develop skills in:

- interpreting: understanding the significance of data and clarifying its meaning
- analysing: breaking information down and recombining it in different ways
- evaluating: judging the worth, credibility or strength of accounts
- reasoning: creating an argument through logical steps

Questions to ask about a text
   - These result in description.
   - These result in analysis.
3. So what? What next?
   - These result in evaluation.

Note-taking for reading

Listening & note-taking

Note-taking

Linear notes

Mind maps
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!**