



MANAGING YOUR TIME EFFICIENTLY

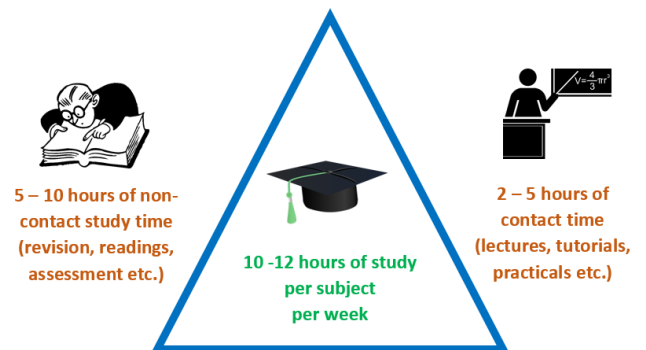


Successful completion of your subjects will require you to:

- Attend/listen to lectures
- Complete set readings
- Revise and take notes (from lectures and readings)
- Attend and participate in tutorials, practicals and online activities
- Complete assessment tasks

Subject Workload

- Each subject you are enrolled in requires you to spend a **minimum** of 10 hours of your time per week
- This includes all on-campus lectures, tutorials and practicals as well as independent study (revising, assignment work, readings etc.)
- A full-time study load of four subjects will require at least 40 hours of your time per week
- It is important to manage your time to be successful and achieve balance between university, work, social activities and family.



Get Organised

- Create a weekly study planner (https://www.jcu.edu.au/_data/assets/pdf_file/0012/200433/Create-a-weekly-planner.pdf)
- Create a semester assessment planner (see 'Weekly and semester planners' templates at <https://www.jcu.edu.au/students/learning-centre/getting-started>)
- Note the exam period if your subject has an exam and be aware of when your exam timetable is available
- Keep your goals and reasons for studying in mind

