

STUDY PLANNING GUIDE

Planning your study is a great way to get ahead and be successful. If you fail to plan, you plan to fail, so here are some simple tips to get started with your planning.

1. Map your assessments to an assessment planner

Begin by downloading your subject outline for each subject. Look at the “key dates” section to find out what assessments you will need to complete for that subject.

Record each assessment in the assessment planner with the due date and percentage. Do this for each subject.

2. Plan your assessments with a trimester / semester planner

Copy the due dates from your assessment planner into your semester or trimester study planner (if you have subjects in both semester and trimester mode, you can use the general study planner).

Break down each assessment into small and actionable tasks. Give each task a due date and write it in your study planner. Be sure to leave yourself enough time to complete each task.

Assessments such as tests or quizzes can be separated into revising specific content.

3. Schedule your week with a weekly planner

Begin filling your weekly planner with important events such as lectures, tutorials, practicals, and work commitments.

Next, add in your study hours for each subject.

- 10-12 hours per week for each semester subject
- 13-16 hours per week for each trimester subject

Be as specific as you need to in your weekly plan. Include tasks such as:

- Preview lecture notes
- Weekly reading
- Tutorial preparation
- Assignment preparation

Finally, include leisure activities in your weekly plan. It is important to have a balance in your life between work, friends, family, and rest.