

© Planning exercise 1

- Exercise explained in 1st workshop
- Prepare for 2nd workshop

Objective of the exercise

- Build a realistic view on time available to study
- Get experience planning study activities
- Make more effective use of time available

Skill Sheets

⊕ B10, B11

Exercise

This exercise is designed to help you plan your study and other activities. It helps you to become more aware of the time available to study, the time you need for activities outside your studies (this is important!) and how to make effective use of your time. It also supports you in understanding when you have to say no to an activity; the plan helps you to understand if you really have time for something or maybe not this week.

The exercise is NOT designed to give the tutor a tool to police you and evaluate you on your time commitment to study. The tutor can give you advice on how to schedule activities, can help you in prioritising activities and other advice that you may find useful. The planning is a tool to help you to prepare for succeeding in university. The only person that has an interest in this is you, not your tutor.

Planning 1

Read Skill Sheet B10, this gives you a clear explanation of what is expected from your for the Week Planning exercise.

Step one is to make your week planning for the next week. Take your course manual to see how much preparation you have to do for lectures and workshops, take your course schedule to see when you have classes, and think about the other activities you want to do outside university (fraternity, seeing friends, going out, sports, etc).

Code your activities with colours:

Study = red

Sports = yellow

Hobbies = orange

Friends/family = green

Once you have coloured your activities, you will be able to see at a glance which activity will dominate each day of the week.

Planning 2

Read Skill Sheet B11, this gives you a clear explanation of what is expected from your for the Semester Planning exercise.

Step two is to make your Semester planning for the current semester. Take your course manual to see how much reading you have to do, how much exercises and essays you have to hand in, and when you have deadlines. Take your course schedule to see when you have

classes, and when you have exams. Carefully plan the reading you have to do, and the rereading you intend to do. It has been proven that reading a book only once is not enough to pass exams. You need to revisit the important pages of the book to fully be aware of, and understand the key messages. Look up the deadlines that you will have to meet for handing in essays.

Mark your deadlines clearly red in your planning. Mark the periods of final preparation for exams yellow. This helps you to see at a glance when study has to be a key priority in your planning, and other activities should temporarily be put on hold. On the other hand, it also allows you to see when you have some time to relax a little, and allow time for other activities.

You keep your semester planning up to date by using the information that is given to you during the lectures (new deadlines, assignments, additional articles to read etc). In addition, keep your planning up to date by entering all other activities that you plan in the course of the semester (like a holiday).