Weekly Planner - Study

Managing your time well can be the key to your success at university. Preparing a weekly planner can ensure you take into account and schedule all fixed and independent learning tasks you are required to complete each week.

**Step 1:** Add your fixed commitments, including lectures, tutorials and other classes, work, travel, meals, family commitments and leisure time.

**Step 2:** Add your independent study time. Try to schedule the independent tasks from each unit (ie: working through weekly modules, readings, research, assessment tasks) around the scheduled lecture and tutorials for that unit.

For each unit, we recommend **at least** **20 hours a week of additional study** per term.

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| Time | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
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