|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Times** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | Friday | **Saturday** | **Sunday** |
| 7.00 |  |  |  |  |  |  |  |
| 8.00 |  |  |  |  |  |  |  |
| 9.00 |  |  |  |  |  |  |  |
| 10.00 |  |  |  |  |  |  |  |
| 11.00 |  |  |  |  |  |  |  |
| 12.00 |  |  |  |  |  |  |  |
| 13.00 |  |  |  |  |  |  |  |
| 14.00 |  |  |  |  |  |  |  |
| 15.00 |  |  |  |  |  |  |  |
| 16.00 |  |  |  |  |  |  |  |
| 17.00 |  |  |  |  |  |  |  |
| 18.00 |  |  |  |  |  |  |  |
| 19.00 |  |  |  |  |  |  |  |
| 20.00 |  |  |  |  |  |  |  |
| 21.00– 24.00 |  |  |  |  |  |  |  |

Include the following:

1. Lectures/tutorials/labs/placement days
2. Meal times
3. Transport/commute
4. Personal activities (e.g. hobbies, work, sport)
5. Other regular activities (e.g. sleep)
6. If you want, add in ‘Prep’ and ‘Review’ sessions for your lectures/tutorials to read over notes beforehand or revise notes afterwards – very brief sessions
7. Looking at the remaining time and your current workload, schedule study – focus on tasks rather than time studied (e.g. plan to read a specific chapter from a book rather than just reading for 2 hours)
8. Schedule in a weekly review for each module and assignment – recap on what you got done and allows you to see what to focus on the following week
9. Leave some time as ‘OPEN’ for any personal or academic demands that come up (e.g. meet a friend for coffee, meeting with a lecturer etc.)