

# Weekly planner

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## Suggestions for use

1. Block in committed time first, ie, part-time or full-time work, family commitments.
2. List 'must do' tasks for that week.
3. Estimate a realistic time for each – remember sometimes things take longer than expected.
4. Prioritise tasks and mark appropriate time slots.
5. Put demanding tasks when you work most efficiently or are less likely to be interrupted.
6. Allow some free time for yourself – you are allowed to have a life!
7. Remember that any good plan is flexible.
8. Timetable regular tasks. This makes it easier to 'get down' to work.
9. Learn to say 'no'.
10. Don't do too much.
11. If you are not keeping up with your plan, check that it is realistic.

## Reward yourself for meeting your goals.

On the following pages are example weekly timetables. The first one is for an undergraduate student while the second one is for a postgraduate thesis writer.

## Sample weekly planner - Undergraduate

Time	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
7:00	Commute	Commute		Commute	Commute		
8:00	STATISTICS lecture	STATISTICS lecture		STATISTICS lecture	STATISTICS lecture		
9:00	Coffee & STATISTICS review lectures	Coffee & SOCIOLOGY readings	Commute	BIOLOGY study	Coffee & STATISTICS assignment	Work	
10:00	BIOLOGY lecture	BIOLOGY lecture	BIOLOGY lab	BIOLOGY lecture	BIOLOGY lecture		Gym
11:00	STATISTICS assignment	GEOGRAPHY lab		STATISTICS assignment	Commute		
12:00							
13:00					SOCIOLOGY essay		
14:00	GEOGRAPHY readings and review lectures	SOCIOLOGY lecture	SOCIOLOGY lecture	SOCIOLOGY lecture			
15:00	GEOGRAPHY lecture	GEOGRAPHY lab report	GEOGRAPHY lecture	GEOGRAPHY lecture			
16:00	Gym		Gym	SOCIOLOGY tutorial			
17:00	Commute	Commute	Commute				
18:00				BIOLOGY test			
19:00	BIOLOGY study	BIOLOGY study	BIOLOGY study	Commute		John's 21 <sup>st</sup> party	
20:00							
21:00							

## Sample weekly planner for postgraduate thesis writer

Time	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	
7:00		Gym	Commute	Commute	Commute			
8:00	Commute	Commute	101 marking	Work on ethics application	Read articles and make notes	Gym		
9:00	Prep for tutorial	Meeting with supervisor	101 teaching assistants' meeting					Work on literature review
10:00	101 tutorial	Design survey questions	Design survey questions					
11:00	101 tutorial				Gym	Postgraduate coffee		
12:00					Department seminar			
13:00	Read articles and make notes	Work on ethics application		Prep for tutorial				
14:00			Read articles and make notes	101 tutorial	Work on presentation slides			
15:00	Work on literature review chapter		Work on literature review chapter	101 tutorial				
16:00				Search Library databases for articles				
17:00		Commute	Commute	Read articles and make notes	Commute			
18:00	Commute			Commute				
19:00		101 marking	101 marking					
20:00								
21:00								