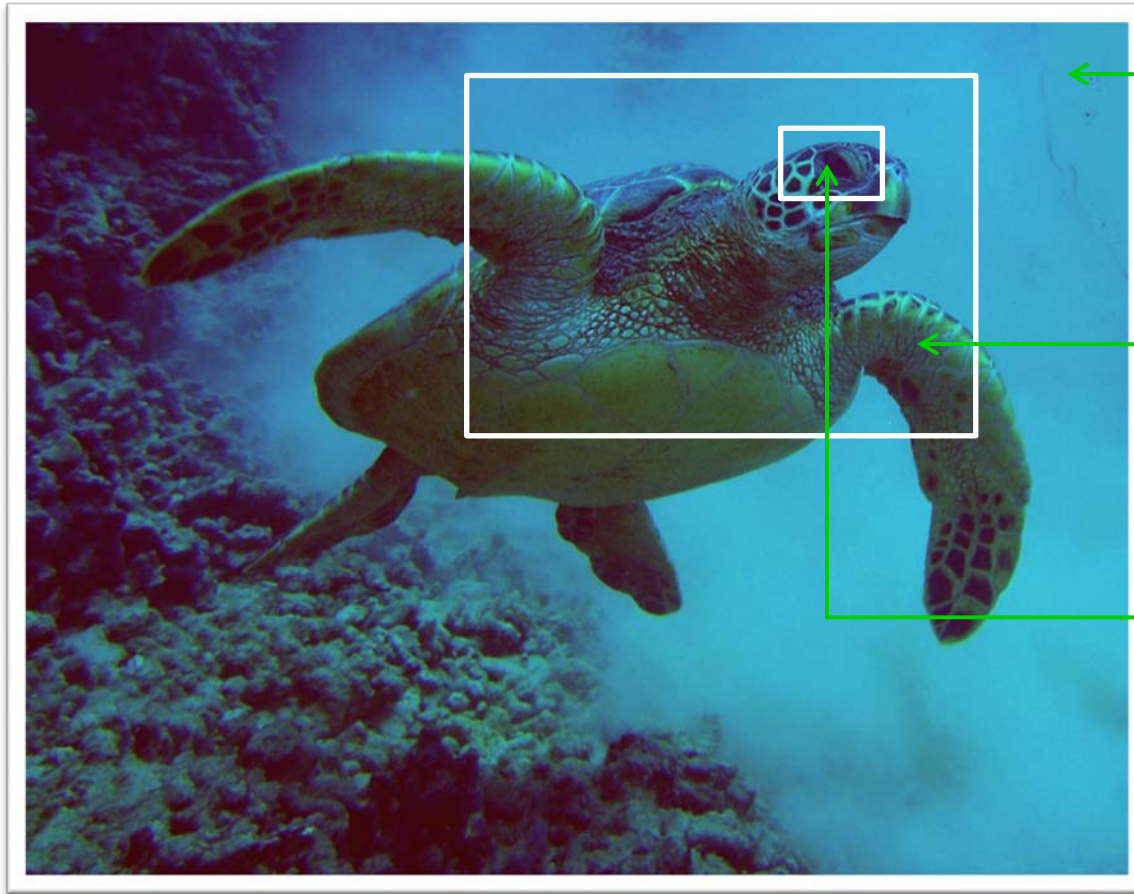




Managing Your Time

Manage your time at three levels



Long View – overall outline

Semester Planner – major events planned at beginning of semester

Medium View – general detail

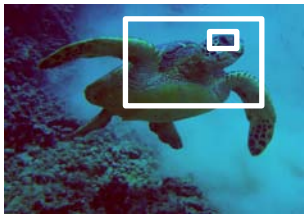
Weekly Planner – every day events planned at beginning of each week

Close Up – fine detail

Daily To Do List – hourly breakdown of tasks planned the night before



Managing Your Time



Semester Planning – The Long View

Include in your semester planner only the major dates:



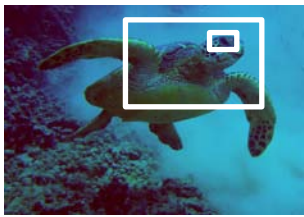
Exam and assignment due dates



Birthdays, holidays, anniversaries, special events



Managing Your Time



Semester Planning – The Long View

Dates are fixed:

Put this up where you will see it often and plan ahead around these dates.

- Assessment
- Family
- Like to go to
- Prac
- No lectures

Week		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
0	Orientation Week							
1							Brisbane International Film Festival	BIFF
2		BIFF	BFF	BFF	BIFF	BIFF Mum's Birthday	BIFF	BIFF
3								
4		Michael's Birthday		Ekka Public Holiday				
5								Melissa's Concert
6		MES103 Ass (50%)			MTS 213 Exam in Tut (20%)	MTS101 Tutorial Activity Log (40%)		
7	Mid Semester Break							
8	Prac Week					MTS144 Ass (40%)		
9				MTS144 Group Oral (Tut) (30%)			AFL GRANDFINAL	
10								NRL GRANDFINAL
11				My Birthday			Birthday Dinner at Romano's	
12		MES103 Ass (50%)				MTS101 Tutorial Activity Log (40%)		
13		MTS213 Ass (40%)						
14	Study Week							
15	Exams	MTS144 Exam (30%) 9am	MTS101 Exam (20%) 1pm					
16	Exams			MTS213 Exam (40%) 9am				

Example of a Semester Planner



Managing Your Time



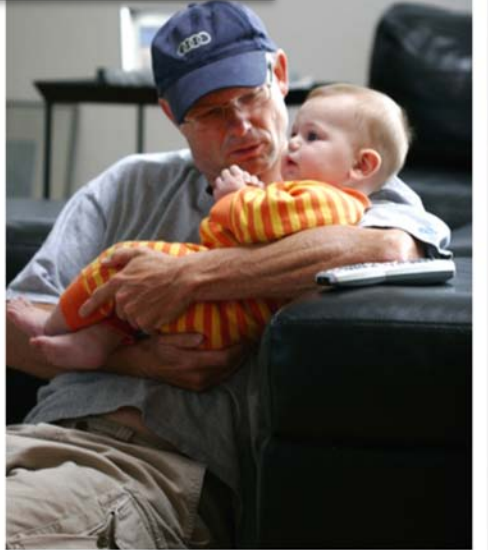
Weekly Planning – The Medium View

Include in your weekly planner everyday events:

Lectures,
tutorials,
study time



Work, exercise,
travel time, caring
for the family,
socialising



Managing Your Time



Weekly Planning – the Medium View

Some events are fixed but planning is more flexible

Use the little bits of time between fixed appointments to complete small tasks – revise one lecture or do one reading

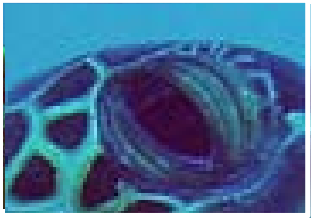
Week 9	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6am – 7am							
7am – 8am		Gym		Gym		Gym	
8am – 9am	Find info for MES103 Ass		MES103 Ass – reading & notes	MES103 Ass – reading & notes			
9am – 10am	MES103 Readings for Tut	MST213 Readings for Tut	MES103 Ass – reading & notes	MES103 Ass – reading & notes	9.15 Meet Phil for coffee – Merlo’s		Visit Mum
10am – 11am	MTS101 Lecture			Coffee	MTS213 Lecture		
11am – 12pm		MTS101 Tutorial	MTS144 Lecture	MTS213 Ass – find info			
12pm – 1pm	Lunch & computer games				Lunch & computer games	Lunch & computer games	
1pm – 2pm	MES103 Lecture	Lunch & computer games	MTS144 Tutorial Group Oral (30%)	Travel to work	Revise/rewrite lecture notes and readings for this week. Concept maps	Watch AFL Grand Final at Joe’s BBQ	
2pm – 3pm			MST213 Tutorial	Lunch & computer games			Work 2 – 10
3pm – 4pm	MES103 Tutorial		MTS101 Tutorial Activities		Go home and go out		
4pm – 5pm	Find info for MES103 Ass	Group Practice for Tut – R403					
5pm – 6pm							
6pm – 7pm							
7pm –							

Assessment
 Lectures/Tutorials
 Work
 Social

Example of a Weekly Planner

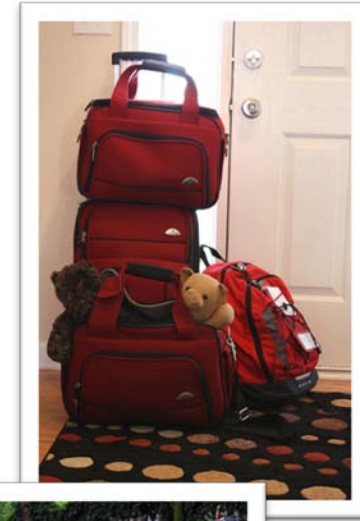
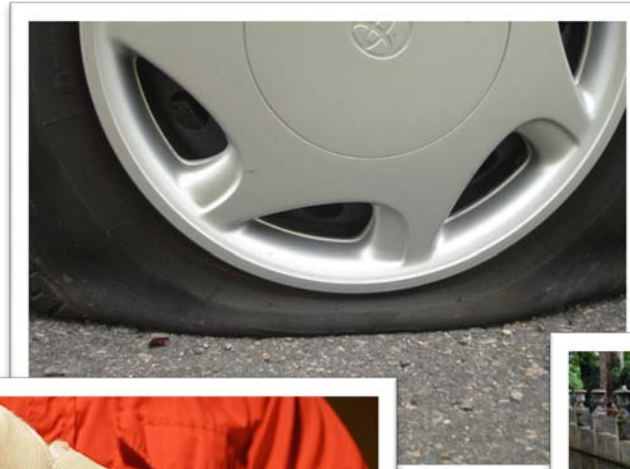


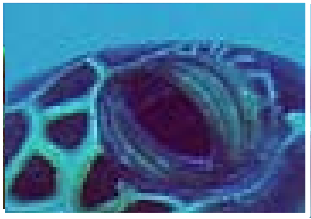
Managing Your Time



Daily Planning – Close Up View

This ensures that you still get the important things done even if the unexpected occurs.





Daily Planning – Close Up View

Plans made at the beginning of the week often don't work on the day.

Be willing to be flexible in your plans but make sure you stay focused on what is most important.

Writing things down helps you not to forget.

TO DO - Thursday, Week 9

7-8am Gym

8-10am MES103 Assignment

10-11am Coffee with Tan and Melinda about MTS213 Assignment

Do MTS213 tomorrow morning

~~11-12 MTS213 Assignment – find info~~

Cancel computer games with Bernie

~~12-1pm Lunch & computer games with Bernie~~

12-1pm

~~1-2pm Travel to work~~

12-8pm Shift change for work

~~2-10pm Work~~

Buy bread and meat for BBQ on Sat

Return books

Don't forget to ring Mum about the cat



Important to note ...



... keep your balance



Managing Your Time

a university for the **real** world[®]



Step by step the acrobat's feet control the pace and direction to get to his goal

Long term goals are achieved by doing assignments, studying for exams, getting qualifications and moving into a career



The acrobat's arms maintain his balance or else he would fall

Balance in our lives is maintained by friends, leisure, family, exercise, hobbies, fun, rest, play

If you balance your work for future goals with recreation for present needs you are more likely to achieve success



Managing Your Time

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Managing Your Time

