STUDY TIME TABLE GUIDE

30 minutes

In this guide we're going to make a personalised study timetable to help manage your time.

Effective study timetables allow us to:

Reduce stress
We are aware of the time we have available to complete work which removes uncertainty and anxiety

Tackle time mismanagement
Planning *when* we will sit down to work makes it more likely we will make a start

Plan for long term goals
We can start assigning time to prepare for future assessments and obligations, such as revising for exams.

The template timetable used can be found in the Academic Coaching class on teams.

Link:
https://stbrn.sharepoint.com/sites/AcademicCoaching/Shared%20Documents/General/Study%20timetable/time%20table%20template.png

The timetable

The template timetable has the timeslots for your college day included so that you can make the most of your free blocks in the week.
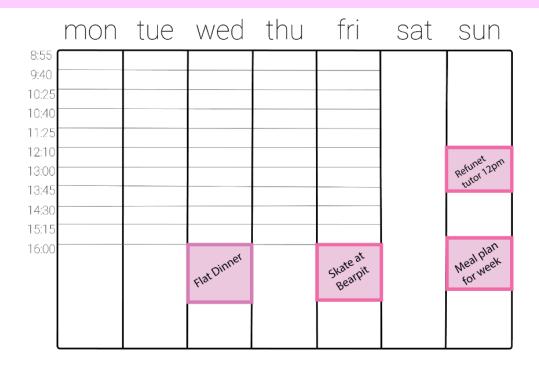There are blank unfilled spaces after the college days and at the weekend for you to timetable yourself as you see fit.

Filling in the timetable
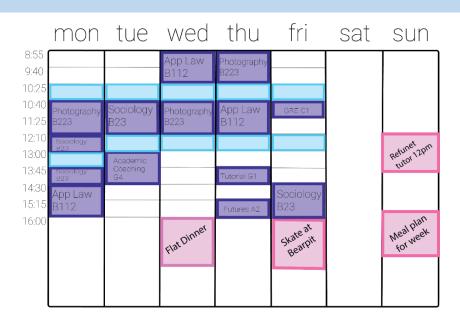
1. Add the fun stuff

   Add in the things you really look forward to each week, this could be time spent online with friends, sports, or the day a new episode of your favourite TV show comes out.
   This helps us stay motivated with studying and makes sure we don't get FOMO when working.

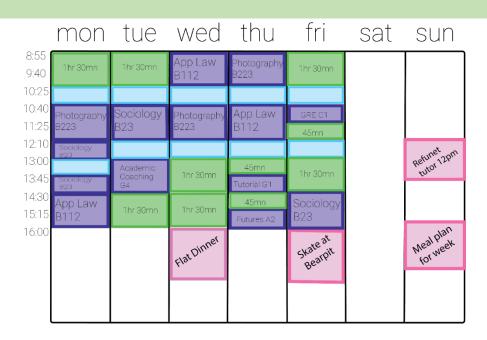|	mon	tue	wed	thu	fri	sat	sun
8:55							
9:40							
10:25							
10:40							
11:25							
12:10							Refunet tutor 12pm
13:00							
13:45							
14:30							
15:15							
16:00			Flat Dinner		Skate at Bearpit		Meal plan for week

2. Block out your lessons and give yourself a lunch and break:

This is a large part of the timetable and will show us what hours we have free in the day

	mon	tue	wed	thu	fri	sat	sun
8:55			App Law B112	Photography B223			
9:40							
10:25							
10:40	Photography B223	Sociology B23	Photography B223	App Law B112	GRE C1		
11:25							
12:10	Sociology B23						
13:00	Sociology B23	Academic Coaching G4					Refunet tutor 12pm
13:45				Tutorial G1			
14:30	App Law B112				Sociology B23		
15:15				Futures A2			Meal plan for week
16:00			Flat Dinner		Skate at Bearpit		

3. Block out your frees:

Add all your frees in another colour, writing how long they are is helpful for when we'll start assigning work to blocks

	mon	tue	wed	thu	fri	sat	sun
8:55	1hr 30mn	1hr 30mn	App Law B112	Photography B223	1hr 30mn		
9:40							
10:25							
10:40	Photography B223	Sociology B23	Photography B223	App Law B112	GRE C1		
11:25					45mn		
12:10	Sociology B23						
13:00	Sociology B23	Academic Coaching G4	1hr 30mn	45mn	1hr 30mn		Refunet tutor 12pm
13:45				Tutorial G1			
14:30	App Law B112	1hr 30mn	1hr 30mn	45mn	Sociology B23		
15:15				Futures A2			Meal plan for week
16:00			Flat Dinner		Skate at Bearpit		

	mon	tue	wed	thu	fri	sat	sun
8:55 – 9:40	1hr 30mn	1hr 30mn	App Law B112	Photography B223	1hr 30mn		
10:25	Break	Break	Break	Break	Break		
10:40 – 11:25	Photography B223	Sociology B23	Photography B223	App Law B112	GRE C1	1hr 30mn	
					45mn		
12:10	Sociology B23	Break	Break	Break			Refunet tutor 12pm
13:00	Break	Academic Coaching G4	1hr 30mn	45mn	1hr 30mn		
13:45	Sociology B23			Tutorial C1			
14:30 – 15:15	App Law B112	1hr 30mn	1hr 30mn	45mn	Sociology B23	1hr 30mn	
				Futures A2			
16:00			Flat Dinner	1hr 30mn	Skate at Bearpit	Meal plan for week	
	Sociology	App Law	Photography	Sociology	App Law	Photography	Sociology

Legend:
- Free
- Ind. Study
- Fun
- Class
- Break
- Subject focus

Using the timetable

- How long to work for: college expects you to spend 1 hour working independently for each hour you spend in class.
- When to work: the timetable is a flexible guide, you know how much work you have and your due dates, the timetable shows you when you are available to complete work.
- What to work on: Timetabling works best when we are aware of deadlines and obligations, if you are unsure what you are meant to be doing in a study period make a To Do list.
- Where to keep the timetable: Somewhere you'll look at it a couple of times a day is great! Pinned on your door in your room, a photo on your phone is convenient as well so you always have a copy on you.