



Managing your time efficiently

Your course workload

- An average course requires around 10 hours of your time per week, and includes:
 - contact time (on-campus or online activities), and
 - non-contact time (independent study such as researching, reading, doing assignments).
- Students who have a four-course study load might need to allocate up to 40 hours of study to their week.
- Some courses might be even more intensive, and require an even greater time commitment than 8–10 hours.
- Non-study related commitments should also be considered. Activities such as work, family, exercise routines, and social events may have an impact on how much study time you have available, so keep these in mind when compiling a study plan.

Planning for your course(s)

1. Download or print a Study Period Planner. Use this planner to map out each course you are doing.
2. Read through your Course Outline(s) and record assignment due dates in your Planner.
3. Note assignment types and what percentage of your overall grade each assignment is worth: this will help you strategise how much time to spend on each.
4. Note the exam period if you have exams.
5. Let other people know your calendar (e.g. partners, parents, housemates, family) by posting it in a shared space (on the fridge, in a living area).

Your weekly tasks

Each week you will be required to do some or all of the following for each of your courses:

- listen to lectures (on campus or online)
- complete set weekly readings
- take notes from your lectures and readings
- complete any required weekly activities
- participate in tutorials, practicals or online discussions (on campus or online)
- work on your assignment(s): do library searches and research, gather and analyse information, write and revise your assignment(s), reference, edit and proofread, etc.

Planning each week

1. Download or print a Weekly Planner.
2. For **on campus** students, identify your weekly class and lecture timeslots.
For **online** students, identify when you will be viewing and listening to weekly videos/lectures or participating in other online activities.
3. Fill in the rest of the planner with your other weekly duties, such as work, family commitments and sport and community commitments.
4. Identify optimal times for study-related activities, e.g. reading, assignment work.
5. For students doing two or more courses per study period, distribute time evenly across your courses where possible (some courses will require you to spend more time on them than others).
6. Prioritise tasks according to urgency and importance.
7. Make adjustments each week as necessary.