Learn about:

- Managing your time and workload on a:
  - Semester basis
  - Weekly basis
- Assignment planner
- Managing external study

Language and Learning Advisers
Learning and Teaching Unit
EASS Division
Important to keep on track of assessment tasks due dates.

How? Use a Study Period Planner – gives a realistic overview of the SP and helps plan ahead.

Here’s how:
1. Download a Study Period Planner
2. Map all commitments over the SP. This includes:
   • due dates for all assessment tasks, including value and word limit (colour coding courses is helpful)
   • any major social or work activities
3. Add up the values of each courses assessment tasks. Do these come to 100% for each course? Have you forgotten any?
4. Put Planner in a visible place to remind you of what is coming up.
# Study Period Planner example

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<td>W5</td>
<td>Course A report 1000 10%</td>
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<td></td>
<td>Course B essay 1500 15%</td>
<td>Work 10-5</td>
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<tr>
<td>W6</td>
<td>Course C essay 1500 15%</td>
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<td></td>
<td></td>
<td>Course D tute 1500 15%</td>
<td>Work 10-5</td>
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<td>Work 10-5</td>
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Each course allocated a particular number of units - workload (reading, time involved, size of assessment tasks, etc.) designed around this.

e.g. a 4.5 unit course = involves (approx.) 10-11 hours/week (includes contact & non-contact time).

So, for a course with 3 contact hours, you may be expected to study up to an extra 8 hours/week.

Being a full time student - similar to being in full time work.

How much time do you need to spend on each course?
Weekly planning using a Planner

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Filling in a weekly planner gives a realistic view of weekly commitments. Block regular, weekly activities such as:

• university commitments (lectures, tutorials, practicals, studio, etc.)
• work commitments
• sporting activities (training, games, gym)
• social and family commitments
• meals
• household chores
• travel
• any other regular activities (TV shows, religious commitments, etc.)

Allow some unscheduled time – for swapping and unplanned events.
### Weekly planner – what’s missing?

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Weekly planning

Where can you fit in the non-contact study time for each course? Consider:

- how you work best—in short bursts or over a long stretch of time?
- do you study better in the morning or late at night?
- do you need a quiet place to study?
- can you study at home or do you need to travel to the library?

Aim for, and work towards, a balance between study and other commitments.

Planning needs to be realistic and practical for it to work.
# Assignment Planner

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<table>
<thead>
<tr>
<th>Week 1</th>
<th>Week 2</th>
<th>Week 3</th>
<th>Week 4</th>
<th>Week 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Learn to use databases</td>
<td>Find &amp; read 3 articles for essay plan</td>
<td>Edit essay plan Check referencing Submit essay plan 10%</td>
<td>Find 2 articles for Assignment 2</td>
</tr>
<tr>
<td></td>
<td>What’s Harvard Referencing?</td>
<td>Databases &amp; catalogue</td>
<td></td>
<td></td>
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<tr>
<td>B</td>
<td>Read about how to write journal entries (L3 EASS)</td>
<td>Write entries for wks 1 &amp; 2</td>
<td>Write entry for wk 3</td>
<td>Write entry for wk 4</td>
</tr>
<tr>
<td>C</td>
<td>Databases</td>
<td>Find and read 5 articles</td>
<td>Draft essay Write essay</td>
<td>Finish essay Edit essay Find out how to submit online</td>
</tr>
<tr>
<td>D</td>
<td>Annotated bibliography (L3 EASS)</td>
<td>Find 3 articles</td>
<td>Read articles, plan and write</td>
<td>Draft (and edit) assignment</td>
</tr>
</tbody>
</table>
Assignment Planner

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See Massey University’s assignment planning calculator:
http://owll.massey.ac.nz/academic-writing/assignment-planning-calculator.php

Breaks down an assignment into small chunks and gives timelines.

Keep in mind:
• Use this as a guide only
• Individuals work at different paces
• When you first start uni or are completing an assignment which is unfamiliar, you may find some parts/tasks take more time than expected (e.g. searching databases, referencing, etc.)
• You may have other factors which might impact on how long you take to complete tasks.
Studying externally

There are a number of online resources to help you with your study as an external student. See:

10 steps to get started

Stay on track - Weekly tasks
Summary of strategies:

• Use planners – Weekly Planner, Study Period Planner and Assignment Planner

• Start early

• Break down tasks into manageable parts

• Prioritise assignments according to deadlines

• Regularly review your schedule

• Seek clarification or support in advance

• Work towards having a balance in your life.