# Using your time efficiently

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

- listen to lectures
- complete set weekly readings
- take notes from your lectures and readings
- complete any required weekly activities
- attend and participate in tutorials, practicals or online discussions
    - or equivalent activities for external students
- complete assignment work
    - library searches and research, gathering and analysing information, writing, referencing, editing and proofreading
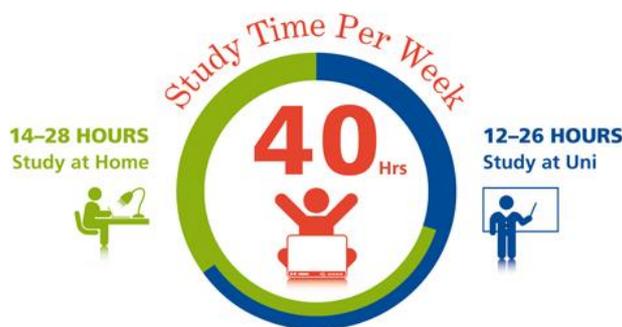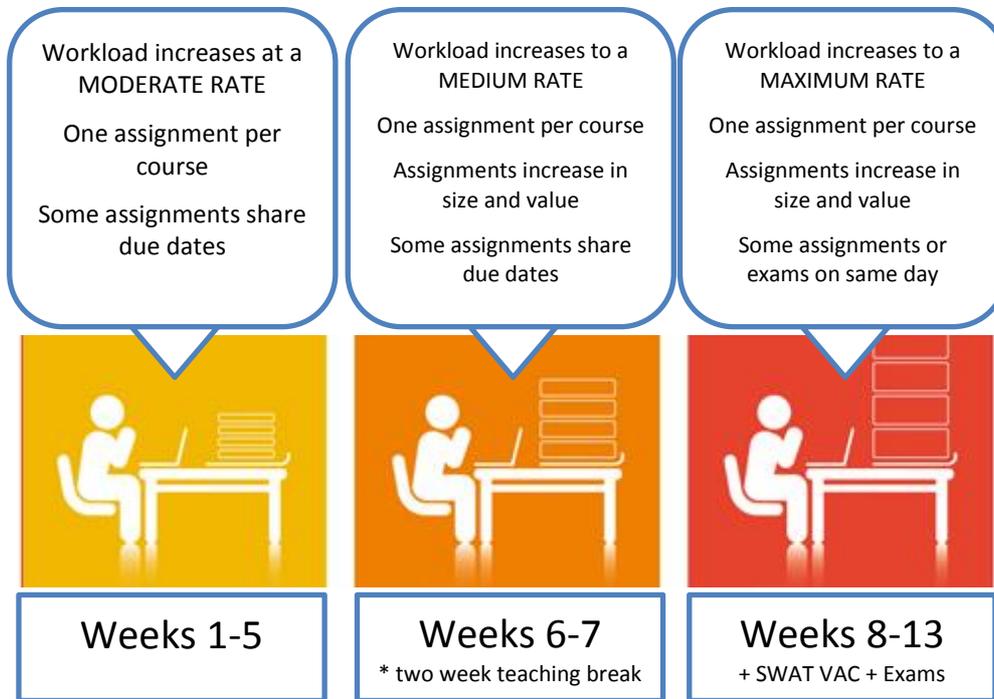

Course workload

- The average course requires around 10 hours of your time per week.
- This includes contact time (on-campus lectures, tutorials, practicals) and non-contact time (for independent study, i.e. set reading, independent assignment work).
- Hence a full-time, four-course study load might demand up to 40 hours of your week.
- Some courses might be even more intensive, and require an even greater time commitment than 8–10 hours.

Create a weekly planner

1. Download or print a weekly planner *(opens in a new window)*.
2. Identify your weekly class and lecture timeslots.
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. 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.

Table 1: Uni Workload Overview

Workload increases at a MODERATE RATE One assignment per course Some assignments share due dates	Workload increases to a MEDIUM RATE One assignment per course Assignments increase in size and value Some assignments share due dates	Workload increases to a MAXIMUM RATE One assignment per course Assignments increase in size and value Some assignments or exams on same day
Weeks 1-5	**Weeks 6-7** * two week teaching break	**Weeks 8-13** + SWAT VAC + Exams

Create a study period planner

1. Download or print a study period planner *(opens in a new window)*.
2. Read through each of your Course Outlines 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. Keep an eye on the exam timetable page *(opens in a new window)* over the study period.
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).

Useful links *(all open in a new window)*

Visit the module Getting Started for useful examples of a:
- Weekly planner (see Time Management section)
- Study period planner (see Time Management section)

There may be resources that have been created with your lecturers, addressing assignment tasks and topics specific to your courses. Follow the links below to find out:

Business   Education, Arts and Social Sciences   Health Sciences   IT, Engineering and the Environment