

STEPS TO MAKE THE PERFECT STUDY TIMETABLE

Step 1: Check your current schedule

Assess your current class schedule and how you currently spend your time.

The amount of contact hours (the scheduled hours of instruction), your degree requires will vary depending on your field of study. Some courses may have more contact hours, such as additional labs or practical components, whilst others will have fewer contact hours but may require more pre-reading in preparation for tutorials.

When assessing your current schedule, you should:

Determine how many hours a week you currently study (include contact and non-contact hours).

Evaluate how many hours a week you currently apply to entertainment (for example include sports and social commitments).

Do some quick math to see what you could cut from your schedule. A lot of students tend to find they spend a lot of time on entertainment; you can start there (but still ensure to schedule in some down time!).

Step 2: Set your academic goal

Setting an academic goal will allow you to be accountable for every action you take throughout the semester. Importantly,

this will draw your attention to the effort required to achieve the goal you set for yourself.

To set your academic goal:

Write down a specific, measurable and achievable goal. For example: “I will obtain a high distinction average for Semester one”.

Complete your goal by committing to the number of hours you will dedicate to studying to achieve that goal. Now, complete your goal: “I will achieve a high distinction average for Semester one by dedicating [#] hours of study to each subject per week.”

Step 3: List deadlines and commitments

Before you begin filling out your study timetable, it's essential you write out a list of deadlines and social events you have coming up. Be it, feedback on your group assignment, your weekly soccer game or your best friend's 21st birthday, make sure you list everything. Listing out everything will allow you to schedule your study at the most effective time and help you to maintain your other commitments.

Step 4: Prioritise your list

To keep your academic goal front of mind—the next step is to prioritise your list.

Use a rating scale

of 1-5, where 1 is ‘not at all important’ and 5 is “very important” to rank your commitments and deadlines. Note down the rating next to each deadline and commitment you have listed.

It's very important

to be realistic. For example, if you're taking a new subject like ‘Physics’ for the first time and it's not your strong suit, you may need to dedicate more time to this subject.

Step 5: Decide on a format

A physical paper study timetable hung at your desk won't go unnoticed, but a digital study timetable can be accessible from all devices. Choose the format that you are

more comfortable with and know in your heart that you will use the most!

If you would prefer a physical timetable, print out a weekly template we have created for you. Be sure to add your academic goal to the top of the timetable, so it is always front of mind.

Step 6: Schedule in your classes, study sessions and commitments

Now it's time to schedule in your classes, social commitments and deadlines into your study timetable. By doing this — you will be able to see where your study sessions can fit. Don't forget to block-out time for eating, sleeping and allow provisions for travel time. This is where it is handy to be a resident at any of our conveniently located Scape locations!

According to [Monash University](#), the most effective way to create a study routine is to schedule in your study time at the same time every day—soon enough you will build a consistent study routine. Generally studying in 1-hour blocks with a ten-minute break is the most effective way. However, shorter periods of study from 20-40 minutes are great for reviewing assignments and creating notes.

Don't be deterred if you find that your timetable fills up quickly with classes, social commitments and deadlines, leaving you with only minimal time left to study. The solution is to refer back to your priority list to see if there is anything you can cut out to make room for the required time for study. Alternatively, you can try to re-gig your timetable to allow more time for study, for example scheduling blocks of time in same locations near to each other to reduce unnecessary travel time.

Always keep your academic goal front of mind—knowing that your commitment to study will help you to achieve your goal.