



Planning Your Semester

Time management and planning your semester are essential to keep on top of your studies and assessments. This module will outline strategies to help you to consider and plan for your semester.

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Managing your time





Photo of building with clock.

How will you allocate time?

One of the challenges faced at university is managing time effectively. Planning for the semester should start early and can be revised repeatedly as needs arise.

To begin the process, ask yourself the following questions:

- How good are you at allocating, prioritizing, and managing time?
- Have you considered how you will allocate your time so you can succeed in all your courses?
- How will you make yourself accountable so that once you have drafted a plan for your semester studies, you actually keep to it, and reward yourself for meeting deadlines?

Most courses have a workload of 165 hours each semester. This is a workload of 10-12 hours each week needed to attend or listen to lectures and tutorials, prepare for assessments, and to read study material.

To plan for the semester, you will need to include study and non-study commitments.

Recognising commitments

What are your study commitments?

To know your study commitments, use the course specification, introductory material, lectures or information on the StudyDesk to help answer the following questions.

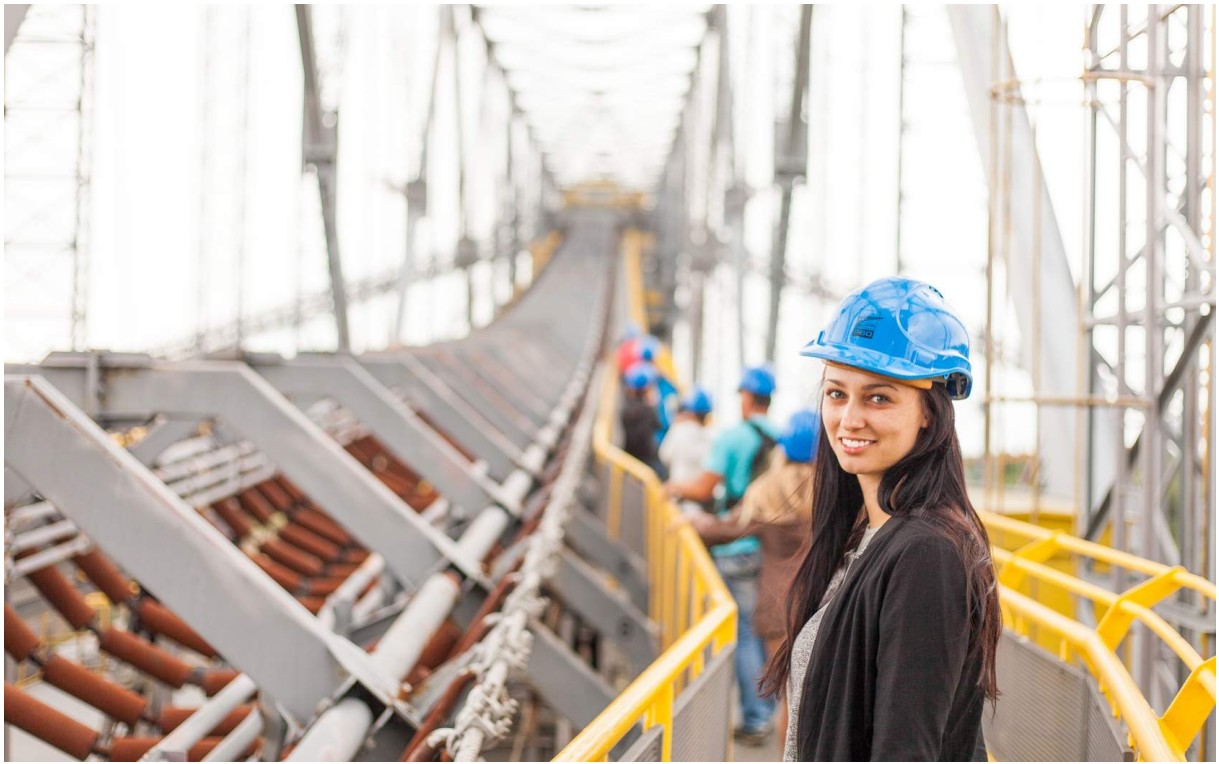
- How many hours a week are you requested to study for each course?
- How are you going to be assessed in each course?
- How many hours are you expected to input into each course assignment?
- When are your first assignments for each course due and what are they?
- When are the subsequent assignments due?



What are your non-study commitments?

Your life is made up of more than study, so it is important to carefully reflect on what these other commitments will be.

Factor in regular time for daily activities such as work and don't forget to allow time for rest and exercise.



CONTINUE

Planning your time



Calendar and marker pen.

Once you have identified your commitments, the next step is plan your semester. It is suggested that you plan weekly and the whole semester. Below are important tips and an example of semester planning and time management.

Prepare a semester plan

Click on each of the flashcards to learn more.

Find the Course Specification
for each course.

Note when each assessment
is due.

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Obtain a calendar for the
semester.

Include the assessment
dates for all your courses
in the calendar. Draft
study schedules are often
provided in lectures and
in online study materials.

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What other important events are happening while you are studying?

We all lead busy lives. Think about any other important events that are happening during your study that you might have to plan around, e.g., practical work in other courses, planned surgery,

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Put all of the above information together into a Semester Timetable.

Use a template from USQ to achieve this:
<https://social.usq.edu.au/study-tips/pages/time-management-templates>.

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Organising your study time

By the end of the first five weeks you should have completed about 50 hours of study for each course. Think now about the activities you would do in the first weeks of study and write your own timetable

for the first 2 weeks. Study activities in the early weeks could include:

Read introductory material	Prepare an assessment plan	Prepare for early assignments	Join a discussion group
Complete readiness tests	Read first module	Summarise first lecture	Participate in learning workshops

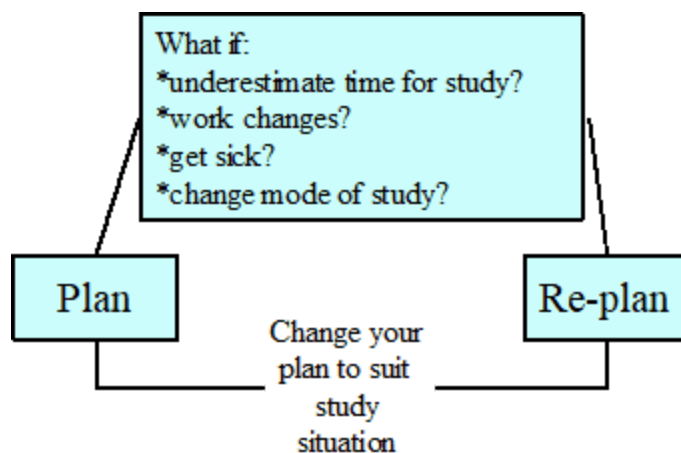
Here is an example of a study timetable only for the **second week** of semester. This student works and studies two courses (one on-campus and external).

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
5-6							
6-7	Work	Work		Work	Work		
7-8							
8-9							
9-10			Lecture			Shopping and home activities	Activities in module 1: Discussion group
10-11							
11-12			Tutorial				
12-1							
1-2							Prepare for assignment 1
2-3							
3-4	Lecture		Assignment reading at Library	Do online quizzes			
4-5	Tutorial						
5-6			Gym				
6-7	Dinner	Dinner		Family	Family and recreation		Family and recreation
7-8	Family	Family	Dinner	Dinner		Work	
8-9	Read lecture notes, do questions			Family			
9-10		Read Module 1 of external course	Read lecture notes, do questions				
10-11							
11-12							

An example of a weekly timetable.

Your timetable for study will look very different from this, so use a weekly timetable template to plan your own at: <https://social.usq.edu.au/study-tips/pages/time-management-templates>

Effective planning for study means that you are in control of your study. If your situation changes then be prepared to change your plan accordingly.



Change your plan to suit your study situation.

If your personal situation changes or if your planning involves concerns about career directions, then talk with Student Support staff: <https://www.usq.edu.au/current-students/support>.

CONTINUE

Further Support



USQ library staff member assisting a student

Study Support, [USQ Library](#) can help you to develop your academic learning, language, and maths skills for success at university. This may include additional strategies for engaging with lectures and tutorials and note taking methods. Consultations with Learning Advisors and Librarians are available face-to-face, online, by phone, or email.

USQ Library Study Support

STUDY SUPPORT

Request a consultation

Information about the specialist support available through Library Study Support, including the online booking platform.

BOOKING REQUEST

Connect with online tutors for writing and mathematics support (24/7 access).

SMARTHINKING

Contact the USQ Library

CONTACT US