

HOW TO USE THIS TIMETABLE

It is easy to feel overwhelmed coming up to your examination periods and sometimes it is hard to know just where to start in getting yourself organised. You can use this timetable to aid you in your study and to help to make the best use of the time you have available. Your classes and exams have been inputted for you already (but it would be a good idea to double check them just to make sure!) and you can use the empty boxes to fill in your afterschool duties and study plans.

Study Timetable tips

- The most effective study is in 45 minute sessions
- Study is best done when most mentally alert – are you a morning person or a night person? Study when you are most focused.
- More time should be given to difficult or least-liked subjects.
- Keep a balance – take breaks, allow yourself time to socialise, exercise/work, and so forth so that you don't overload and burn out
- You may find that your first timetable doesn't work for you – you've over or under filled it, you forgot to include a subject. That's okay! Adjust it and find something that works better for you.
- Print out your timetable! Put one in your school folder but also hang one in your room – over your desk or on your door. Somewhere you will see it!

What do I include?

- All shifts for work
- Any tutoring sessions in or out of school
- Sporting practices
- School commitments at lunch or after school

How do I schedule my study?

- Work out which subjects need the most work (when is the exam? How much do you already understand?)
- Allocate a little time for each subject every day. The closer it gets to that exam, the more time you should spend studying that subject. Spacing it out like this will help you retain the information – avoid cramming!
- Try to specify a goal for the study session (“read chapter 1”, “complete a past paper”) rather than just “study for English”. This will keep you focused and result in more meaningful study.

Name				Week:			
TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
Before							
1							
2							
R							
3							
4							
L							
5							
3-4							
4-5							
5-6							
6-7							
7-8							
8-9							
9-10							

Name				Week:			
TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
Before							
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6-7							
7-8							
8-9							
9-10							

EXAMINATION PERIOD

Name				Week:			
TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
Before							
1							
2							
R							
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