Guidance for using study planners

Monthly Planner

We have provided a one-page monthly planner. You can print off one of these for each month of your study.

However, it may be better to buy yourself a good 12 month wall calendar with large boxes for each day so that you can do your forward planning all on one place.

1. From your year planner, your diary or your course notes, mark up any significant dates that occur during the month.

2. If you have blocked out study time on your Academic Year Planner – weeks when you know you will have time for pretty much nothing else except study (usually times when deadlines clash or you have a number of exams) – then be sure to block these out on your monthly planner as well.

3. Use highlighters or big colour pens to block out days or half days for different study activities. These might be lessons, time you need to spend in the library, time working on a paper, time carrying out research. You might want to use different coloured pens for different types of study activity.

   Make notes in the boxes of the calendar.

4. Block out some time for non-study activities – sports, socialising and relaxing. Try to get the balance right between getting enough work done, and getting enough exercise and relaxation to ensure that you avoid stress and stay healthy.

5. You could put your monthly planner next to your academic year planner, or put it in some other prominent place, for instance over your desk or next to your kettle!

Month: _____

MONTHLY PLANNER

Weeks	Mon Date:_____	Tue	Wed	Thurs	Fri	Sat	Sun
1							
2							
3							
4							
5							

Write in deadlines. Balance study time with social time.