



How to use these planners

Semester planner

1. Write the names of your subjects in the first row, one in each column
2. Write the week numbers in the first column (check <http://sydney.edu.au/study/study-dates.html> for the dates of the mid-semester break)
3. Enter the due dates for assignments, essays, quizzes and exams for each subject
4. Refer to this planner often so that you can make sure you start assignments with enough time (especially when you have more than one due in the same week!).

Weekly planners

Using different coloured highlighters, pens or pencils, mark the following commitments:

- Formal classes (lectures, tutorials, seminars, labs)
- Non-negotiable work commitments
- Other non-negotiable time commitments (sport, volunteer position, family time, religious activities, etc.)
- Informal study time (including PASS)
- Recreation activities (going out, social time, favourite television shows, down time, etc.)
- Sleep, rest.

sydney.edu.au



Weekly Planner

Time	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
0.00							
1.00							
2.00							
3.00							
4.00							
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