

Planning template

Start with your sub-goals for the day. Put them in concrete terms, based on:

What are you going to read/do/learn?

How are you going to do it?

When?

For how long?

Where are you going to sit?

Who are you going to study with?

Scheduled study activities: lectures, exams, group work, deadlines.

Important activities. Training? Meeting friends? Doing something fun? Rest/breaks?
Own time?

Time for any side work.

Recovery. Take several short breaks and at least one longer break during the day. Try and keep one or two days free from study every week. Plan in enough sleep.

Time for revision. Revise the week's studying for 1–2 hours at the end of the study week?

Buffer period. Be pessimistic when planning how long a task will take. It's easier to manage spare time than to have over-optimistic planning that creates stress.

Recurring everyday tasks, such as shopping, washing up, cooking and cleaning.
How often, when?

What to consider when planning your next week:

Try to schedule studying based on when you are most alert and able to focus. Think about what distracts you and try to purposefully reduce distractions. Set small but realistic goals that you can achieve and increase the demands as you notice that you succeed in following new routines.



Time	Start from your weekly goals and current deadlines and fill in your goals for today.
07:00	
08:00	
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