

Study Timetable

- ◆ Shade in all the times in the day when you are not able to study. Be honest and realistic. If you know that you would never do any work before school or if you can't learn anything after 9 o'clock at night then shade in those times.
 - when you are asleep !
 - mealtimes
 - lesson times
 - times for regular activities: clubs, sports, part-time job, family commitments, favourite TV programmes, etc.
 - one-off activities for this week: a birthday party, going to the cinema, a visit to the dentist, etc.
- ◆ Write in any deadlines that you have on the day the work is due in - go on to other sheets if you need to.
- ◆ Make a list for each of your subjects and the work that needs to be done - be specific, break them down into tasks or topics. Estimate roughly how long you will need for each task or topic. Once again be realistic and honest.
- ◆ Start to fill in the blank spaces in the timetable. Use a pencil in case you decide to change something !
- ◆ Try to spend no more than an hour on the same subject, topic or task. Timetable a short break between each session.
- ◆ Don't plan to leave things until the day before a deadline. Plan in advance so that you finish before the deadline.
- ◆ Remember to put your relaxation time into the plan and remember to give yourself 'treats' when you keep to the plan.
- ◆ Discuss your plan with a 'study buddy' - someone who will help to decide if it is realistic and who will help you to keep to it.
- ◆ Stick to the plan. If you have to make any adjustments take that into account when making the next plan.

GOOD LUCK!

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Deadlines							
10.00 am							
10.30 am							
11.00 am							
11.30 am							
12.00 pm							
12.30 pm							
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