Sample Semester Planner

Suggestions on how to use this semester timetable to plan your study effectively.

1. When writing the date each week commences, take note that there is usually a non-teaching week mid-semester, which usually does not have a ‘teaching week number’.

2. For each unit, enter in pencil your assignment/exam due dates in the relevant week’s column. Write what it is, the exact due date, and its % weighting.

3. Make sure each unit adds up to 100%, including exams and whether or not you must pass the exam to pass the unit.

4. From this overview you can plan exactly when you need to begin each piece of work and how long you will have to complete it (see example).

5. This process will help you to identify times in the semester when several assignments may be due at or around the same time. If this is the case, you will need to set earlier deadlines on some pieces of work. In order to manage your time successfully and avoid stress, it is important to pace the workload more evenly over the semester (example illustrates pacing and new deadlines).

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<th>Date of each semester week</th>
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<td>Week</td>
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Adapted from Edith Cowan University
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