



Creating a weekly timetable

Introduction

During your time at university it is important to adopt effective time management. Some students can find it difficult to plan when to undertake their university work. This guide outlines how to create a weekly study timetable.

You will need to create a timetable template (copy and paste the following table into a Microsoft Word document):

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
09.00							
10.00							
11.00							
12.00							
13.00							
14.00							
15.00							
16.00							

Step 1 – Identify fixed commitments

Add into your timetable any commitments (such as lectures, seminars, work shifts or a day off) which have fixed times that do not change on a weekly basis. You might want to colour code these commitments:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
09.00	Lecture	Lecture				Part Time job	Day off
10.00		Seminar					
11.00		Lecture					
12.00			Lecture				
13.00	Seminar		Seminar				
14.00	Seminar						
15.00							
16.00							

Step 2 – Create a weekly ‘to do’ list

An important part of being an effective student will involve being flexible in how you use your ‘free time’.

It is a good idea to make a ‘to do’ list of what you need to complete each week. Here are some questions to help you to think about what you might need to do each week:

<i>Do you need to research an assignment?</i>	Even if an assignment is not due for several weeks you can always make a start reading around the topics that need to be addressed. Remember to make notes about what you have read and where you found information.
<i>Do you need to create an assignment plan?</i>	Good assignments should be logical and well structured. Therefore it is important that you take the time to create a detailed plan.
<i>Do you need to start to write an assignment?</i>	It will take time to write a good assignment. Make sure that you leave plenty of time.
<i>Do you need to proof read an assignment?</i>	It is a good idea to proofread an assignment a few days after you have finished it – this will help you to spot mistakes.
<i>Is there any recommended reading that you need to complete?</i>	Tutors are likely to recommend that you read certain textbooks or articles to supplement what you have been taught during lectures. Try and keep up to date with this reading.
<i>Do you need to revise for upcoming exams?</i>	The best way to prepare for an exam is through a process of on-going revision. Revise what you have covered in lectures throughout the term rather than leaving it until the last minute.
<i>Do you have any non-university commitments?</i>	Most people will have commitments other than being a student. For example, family, a part-time job or voluntary work.
<i>Do you have any appointments?</i>	Perhaps with Student Support or you plan to visit a Study Hub drop-in.

Step 3 – Timetable when you will complete ‘to do’ list tasks

Once you have created your ‘to do’ list you need to plan out when you will address each of the tasks. Try and do this as efficiently as possible:

- **Look for opportunities to multi-task** – If you are already in university for a lecture you should think about what other tasks you could do whilst you are in university (such as, getting textbooks out of the library). This will save you needing to make extra journeys later in the week.
- **Think about task length** – Be realistic in how you plan your time. It is usually better to spend an extended period of time writing an assignment rather than working on it during a number of short periods.

With these questions in mind, you can build your timetable. For example:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
09.00	Lecture	Lecture	Study in library	Write essay	Write essay	Part Time job	Day off
10.00	Research	Seminar					
11.00		Lecture	LUNCH				
12.00	LUNCH	LUNCH	Lecture	LUNCH			
13.00	Seminar	Research	Seminar	LUNCH	Time with friends		
14.00	Seminar						
15.00	Research		Plan essay	Write essay			
16.00							

Remember

Build in rest periods – It is important that you are realistic in your planning – include lunch and rest breaks.

Update your timetable – Your priorities will change week by week. Make sure that you regularly review and update your timetable.

Find out more

Check out the **Time management and organisation** section of the Study Hub: Online.



Further information

The Learning Resources Study Hub provides a range of opportunities (such as workshops and drop-ins) for you to enhance your academic skills. For more information visit:

lrweb.beds.ac.uk/studyhub

