



Creating a revision timetable

Introduction

Having to revise for exams can be quite stressful, especially as they sometimes take place near to assignment hand-in days. The best way to avoid unnecessary panic and stress is to plan your time, to ensure you can fit in enough revision around writing your assignments and other commitments.

Identify key dates

Start by creating a list of your hand-in dates and exam dates. Make a note of important dates on your calendar, diary or mobile phone. Ideally, you should try and spread your revision over a number of weeks so that you don't need to rush just before taking your exam(s).

Budget your time

If your exams/assignment bunch together (this is common), it is very important that you plan how you will use your time. Often students will concentrate their revision on their first exam and spend comparatively little time on the later exams. This may not be a good strategy because you might not have insufficient time to prepare for some of your exams.

It is therefore a good idea to think about how you will use the time that you have available. Topics that you are least confident about will probably need the most revision time.

The easiest way to budget your time is through creating a time allocation table. To do this:

- 1) Work out how many days you can spend revising
- 2) Make a list of all of your exams
- 3) Allocate each exam an appropriate amount of revision time

I need to revise	How much time I will spend revising
Exam 1	
Exam 2	
Total time I have available: 7 days	

Using revision time

Once you have identified how much time you will spend on each revision topic you need to plan out how you will distribute the time. It is important to remember that:

- During a long revision session you will tend to remember information you learnt at the start and at the end (this is when you will be most focused). It is therefore important to break your revision into reasonable chunks, spread over a period of time.
- If there are significant gaps in when exams will take place you should not put off revision for your later exams– try to do something before the exam period commences.
- You might have to revise for more than one exam at a time. Make sure that you store revision notes separately so that you do not confuse what topics relate to each exam.

Creating a revision timetable

It is helpful to create a revision timetable – this will keep you focused and can act as a source of motivation.

Start by copying and pasting the following template into a Microsoft Word document (you can make this template bigger if you wish by changing the page set up to landscape).

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

Fixed commitments

Start by recording any fixed commitments (things that happened every week like lectures or work shifts) on your timetable. You may want to colour code these:

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

You might find that some of your fixed commitments change as you approach your exam – for example, lectures finish. If this happens, revise your timetable accordingly.

Planning revision time

You should now be able to see time when you can undertake your revision. Allocate on your timetable when you will revise for each of your exams (do not forget your earlier time budget).

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

As shown, you will need to give yourself some breaks – revising can be quite exhausting and studying in big chunks is counterproductive. It is a good idea for each timetabled revision hour that you spend around forty minutes revising and twenty minutes resting.

Other tips

- Create timetables a few weeks in advance. This will enable you organise your time right up to your exam(s) - so you can be confident that you are using your time wisely.
- If you also have assignments to be handed in during the exam period, it would be wise to keep this in mind when you are creating your timetable.
- Timetables can change if needed

Try and follow your timetable - avoid distractions

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

