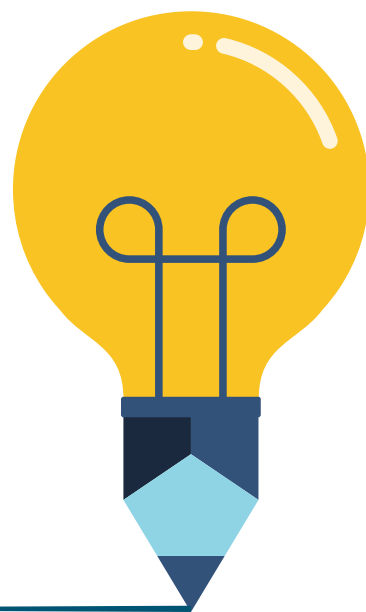


TIME MANAGEMENT TOOLS

WORK SMARTER BY PLANNING YOUR STUDY DAY

1. Study diary
2. How to use the study diary
3. Goal schedule
4. Weekly schedule
5. Monthly schedule
6. Semester schedule





TIP!
Schedule one day
in advance

STUDY DIARY

TIME of work sessions and my breaks	SCHEDULE FOR THE DAY Lecture, repeat, read, note, write task	WHAT DID I DO? Or what did I do instead?	OBSTACLE What stopped me from to follow the plan for the day?	WHAT CAN I CHANGE?
BREAKFAST TIME:				
TIME:				
LUNCH TIME:				
TIME:				
DINNER TIME:				
TIME:				
SUPPER TIME:				



HOW TO USE THE STUDY DIARY

COLUMN 1

- Write a plan for your next day of study
- Include other activities (work, workout)
- Be as specific as possible
- Think through what is realistic

COLUMN 2

- What did you do today?
- If you did something different, what did you do?

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- If you did not reach today's goal, what prevented you?

COLUMN 4

- What could have helped you carry out the plan?

WHY PLAN?

Achieving big goals such as exam or writing assignments is easier if you make a sub-goal: one thing at a time!

After using the study diary for a few weeks, you may be able to locate your challenges and find some solutions. By becoming more aware of how you spend your time and what works for you, you will eventually do what works for you without thinking about it.

- Do you become more efficient by paying attention to your circadian rhythm?
- Am I spending enough time on my studies?
- What can help me?
- Maybe there are other reasons why you don't achieve your goals?
- Try sorting out the challenges and ask for help if you need it!



TIP!
Be realistic and honest with yourself

MY GOALS Describe your goal	MEASURABLE How are you measuring the result?	IMPORTANCE Why is this goal important to you?	REALISTIC Is it likely that you reach the goal?	DEADLINE When will you reach your goal
1				
2				
3				



WEEKLY SCHEDULE

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	WEEKEND



SEMESTER SCHEDULE 1

AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER

