

LEARNING DEVELOPMENT

Centre for Teaching and Learning (CTL)



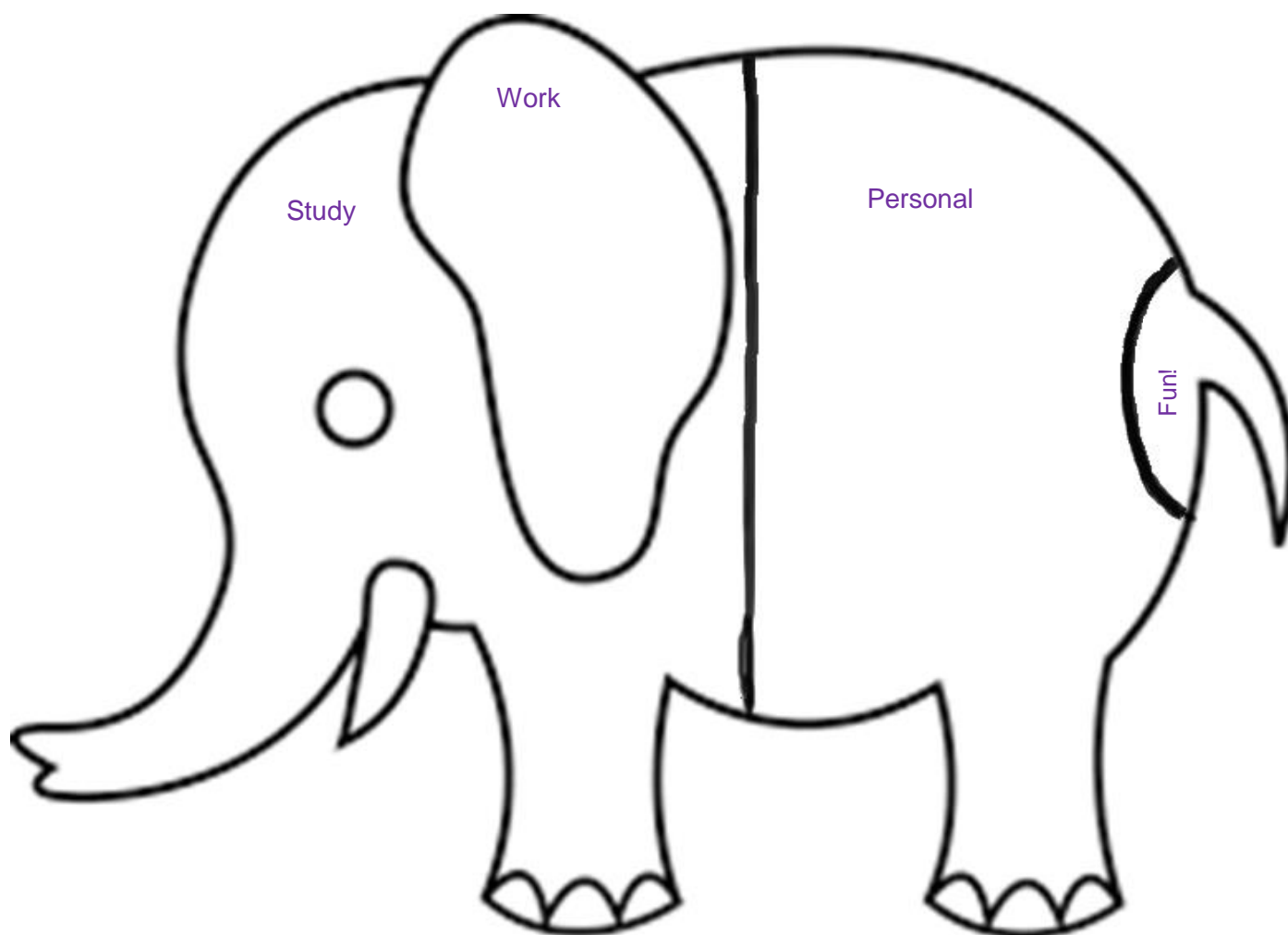
THE UNIVERSITY OF
NEWCASTLE
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Eating the elephant

Write down all the different activities you need to do each week. It doesn't matter how small the task – if you need to do it – it goes on the elephant.

The zones are labelled already. Here are some ideas to get you started:

Study	Work	Personal	Fun!
Reading for a course	Work	Household chores	Watch tv show
Lecture	Work	Cooking dinner	Dinner with friends
Tutorial	Work ???	Doing the washing	Movies
Library research		Going to the gym	Family outing



Now what?

Once you've identified all the different tasks you have to do each week you need to create a schedule.

Here's an example to get you started.

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6am							
7am	Travel	Travel	Travel	Travel			
8am					Travel	House chores	Relax
9am	Reading for			
10am	Lecture		Lecture	Tutorial	Work		
11am	Early lunch	Meet study group					
12pm		Lunch	Lunch			
1pm	Tutorial	Lunch		Lunch		
2pm		Lecture				
3pm	Reading for	Research for		Research for	
4pm				Tutorial			
5pm		Travel	Travel			Exercise	
6pm	Travel	Exercise	Exercise	Travel		Revision for	
7pm	Exercise			Exercise	Relax		
8pm		Reading for					Reading for
9pm	Relax	Relax	Relax	Relax			

The timetable will need to change each week because your priorities will also change. For example, early in semester you'll be focusing on library research and reading so you can start working on assignments, but later on you'll need to change this to writing time or revising for exams. Structure is important, but so is flexibility. Don't be rigid – be responsive!

Finally...

