



## How to write a Study timetable

Writing a study timetable will ensure that you keep you on track with your studies and revision. Here's how:

- Aim to start your study timetable as soon as you possibly can.
- Plan your timetable first, write down everything you do (job, classes, holidays, sporting events, social events, birthdays etc).
- Download your course syllabus.
- Decide when you study best (morning or evening).
- Decide on which format you want to use (calendar, spreadsheet, outlook calendar, app, paper etc). See—[www.mystudylife.com](http://www.mystudylife.com).
- Use a grid format, with at least 7 squares across (Monday to Sunday).
- Fill in your timetable with your exam dates and your current commitments first.
- Review all of your class notes and text books. Look at how many pages there are in each and break this down into workable chunks.
- Tick off areas on your course syllabus, as and when you have studied them.
- Make a note of any problem areas, as you go, so that you can schedule time to revisit same.
- Make sure you factor in breaks and if you are studying multiple subjects, mix up the timetable, so that you do not get bored.
- Make your timetable bright and colourful, using different colours for each subject.
- Don't be afraid to tweak your timetable as you go through to suit your purposes better—life happens!
- Be strict and keep to the timetable, as much as you can. However, don't beat yourself up if real life invades and you go slightly off track, just try and make up for any missed time.
- Attempt all of your mock exams and factor these in to your timetable too.
- Finally, remember to switch to question / exam practice in the month before your exam (even if you haven't finished reviewing your notes and text book). The exams are very time pressured and you will need to be very used to getting down information as quickly as you can.
- As long as you have reviewed your subject, made concise notes and practised the test questions (under timed conditions) you stand a very good chance of passing your exam. If you are struggling, please contact the office for additional support.

**Best of luck!**