



WELCOME TO MONASH

You may wish to use this schedule to help manage your time while at Monash. Time scheduling can give you the freedom and control over your own affairs to the extent that it should allow you to enjoy those other important social and relaxing activities without feeling fearful, guilty or uncertain about them. Developing a schedule has no magic formula. Its value will depend on thought, effort and self-discipline. However, wise planning of your time should enable you to find more enjoyment and success in your life.

HOW TO DEVELOP A TIME SCHEDULE

- **Be conscious of building in a balance** between sporting, relaxation, social and study activities
- **Record all fixed commitments:** write in all your regularly scheduled activities such as classes, labs, work, meetings, practice, travel time, etc.
- **Record activities essential to daily living:** eating, sleeping, etc.
- **Schedule time for reviewing:** reserve time for reviewing either before or after each class
- **Block off recreation time:** social, sporting and relaxation time
- **Schedule preparation time:** set regular times to study, even though what you study may need to change from week to week
- **Follow up and review:** regularly check to see whether you have managed to keep to the schedule and meet your goals

MAKING IT WORK

- Changing daily habits is difficult. Set realistic goals to prevent discouragement
- Schedule study times when you are most alert for studying your hardest subject
- If your concentration is “a bit off” do some routine tasks like organising notes or tidying diagrams
- Take advantage of daylight hours for studying
- Leave enough flexibility in your schedule to provide for changes and extra study time when required. **Don't over-plan your time**
- Study at a regular time and place
- When developing your study schedule and habits be guided by what has worked for you in the past
- Try to find a study place where there are minimal audio or visual distractions
- Schedule review times each week for each subject (reviewing helps combat forgetting)
- Number of hours one should study is up to the individual, however you can expect total hours spent on academic work will add up to somewhere between 30 to 50 hours per week

You may wish to discuss your personal time management with a counsellor. If you have any concerns with your study or other difficulties that may affect your time at Monash, you may wish to contact:

**University Counselling Service (Clayton Campus),
1st Floor, Western Extension of the Campus Centre, telephone 9905-3156,**

or a recorded message may be left on our answering machine **before 9.00 a.m. or after 5.00 p.m.** on **9905-3156.**

For more self help ideas check out www.adm.monash.edu.au/community-services/