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**Study Factsheet Series**  
**need.**  
**to prioritise successfully you need to**

## Long term planning

Using a yearly or semester planner.

A planner can be placed on your wall or by your desk that can allow you to plan your workload over an entire year/semester and helps to remind you about deadlines and commitments.

Place the planner in a position where you have easy access to it

Write in the dates assignments are due and exams scheduled

Work out how long you will need to complete each task

## Planning on a Weekly Basis

### Use time slots wisely

Students often believe they have no time to study, but many of them think of study time in terms of long time slots (three hours or more). While long time slots are necessary, medium and short time slots can be used just as effectively. A well-used 15 minutes is more effective than a wasted 2 hours. Different periods of time suit different activities. For example:

**Short Time Slots**

**Medium Time Slots**