

Planning your time

STUDY WEEK PLANNER 2 The future

Mark in first on this planner your permanent commitments. If you are unsure what to add next, make a list of tasks so that you can work out in what order to do things.

	7–9a.m.	9–11a.m.	11–1p.m.	1–3p.m.	3–5p.m.	5–7p.m.	7–9p.m.	9–10p.m.
S A T								
S U N								

	7–9a.m.	9–3p.m.	3–5p.m.	5–7p.m.	7–9p.m.	9–10p.m.
M O N		LESSONS				
T U E						
W E D						
T H U						
F R I						

If you persevere in making a weekly planner you will soon establish the habits of:

- planning ahead,
- using your time effectively,

and these will become part of your approach to study.

After just a few weeks you will know your best times for study. You can then reserve these times for your most important work.

Where do you study?

1. In what room do you usually study or do your homework?

2. If you sit, what kind of chair do you use? If you don't sit, describe your position.

3. What do you use as a desk?

4. When do you usually study or do your homework (days of the week and hours of the day)?

5. List what you think are the four most important qualities of a good study place. Put them in order of importance.

A. _____

B. _____

C. _____

D. _____

6. Write down four changes you would like to make to your place of study.

A. _____

B. _____

C. _____

D. _____
