

WelTec/Whitireia Study Skills Series

Time Management

It can be a challenge to juggle study, work and family commitments as a student. However, by carefully planning your time you can balance your workload over the course of the trimester, finish your assignments before deadlines and avoid unnecessary stress.

The checklist below gives an overview of what needs to be done to stay organised and have a successful trimester. On the other side of this handout you'll also find a blank timetable you can use to help you plan your week.



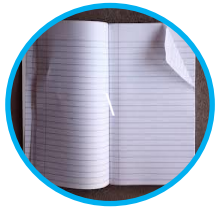
Before you start

- Attend orientation
- Get your class timetable
- Confirm transportation and route to WelTec
- If you wish, request a personal education plan (PEP) to clarify your educational goals



Each day

- Make a 'to do' list to focus your activities. Refer to your weekly plan to make this list
- Complete readings and homework
- Set aside time to review what was taught in class



On your first day

- Find out where your classes are held
- Read course outlines for course objectives, class times, assessments, required materials and tutor contact information
- Log onto a WelTec computer
- Become familiar with the WelTec campus (classes, parking, cafeteria, toilets, the Learning Commons)



Each week

- Make a weekly timetable that shows all the activities in the upcoming week. Set aside time to exercise, relax, and spend time with family and friends
- Review lecture notes and slides from the previous week
- Read about next week's topics and tasks
- Check the Moodle page for additional resources posted by your tutor



In your first week

- Buy required course materials such as textbooks and stationery
- Log onto Moodle and find the Moodle pages for your courses
- Use a computer or wall calendar to make a plan for the trimester. Schedule in tests, exams and assignment due dates



Throughout your study

- Attend class! Inform tutors via email if you must be absent
- Stay informed of important WelTec dates such as registration, fee deadlines and course withdrawal dates
- Ask for help when needed!



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Weekly Study Planner

Below is a simple timetable you can use to help you manage your responsibilities and identify the best times for you to study. Using a variety of different colours, fill in the time slots below with the following information:

- Class times from your course timetable
- Mealtimes, bedtimes, travel times.
- Regular social and sporting commitments
- Work and home responsibilities

Once you have done this, look at the blank time slots and choose appropriate times to revise for each of your courses and work on assignments. Remember to leave some time free for breaks or relaxation. If you would like some assistance with this, book an appointment with a Learning Advisor.

TIME	MON	TUE	WED	THU	FRI	SAT	SUN
6.00am							
7.00am							
8.00am							
9.00am							
10.00am							
11.00am							
12.00pm							
1.00pm							
2.00pm							
3.00pm							
4.00pm							
5.00pm							
6.00pm							
7.00pm							
8.00pm							
9.00pm							
10.00pm							