How to make a revision Planner

What is a study Planner?

- A study planner is just a tracker for you to use to plan out what tasks you want to complete on what day
- It's often described as a collated to-do list that you plan in advance
- Making them is really helpful for getting ahead of tasks and making sure that you cover everything you need to within a limited time

Types of Study Planners

- There are loads of study planners out there that you can use
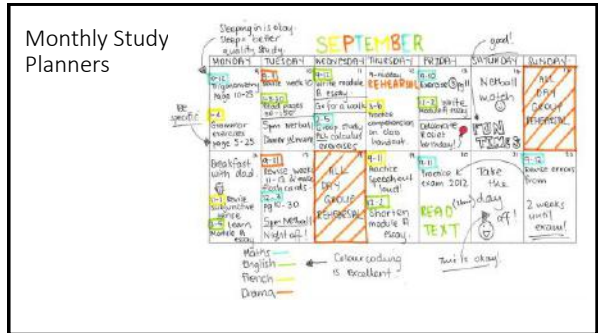- The main thing is that they style you choose works for you
- They can be…

Daily Study Planners

Weekly Study Planners

Monthly Study Planners

Types of Study Planners

- There are loads of study planners out there that you can use
- The main thing is that they style you choose works for you
- They can be…
- It's really up to you and your preferences

When choosing your style of planner…

- When choosing what style of planner you want to make, there are a few things you need to take into account:
  - What kind of hours do you need to work to finish all of your tasks?
  - Can you be flexible when you do your tasks on a certain day, or do you need a strict routine?
  - How many tasks do you have to complete overall?
  - How much time do you have to complete these tasks?
  - How organised are you? Do you have everything you need to complete all of your tasks?
  - How much organisation of your time do you need?
  - Are you going to follow your plan?

The steps in making a study planner

1. Decide on how you want to schedule your planner – look at the previous examples in this presentation or search online for more inspiration.

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2. Set out the outline of your study timetable (by hand or on your computer) in your preferred style.

There are also online apps that you can use, as well as premade planner outlines (listed at the end of the presentation)

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3. Leave the time table for now. List all of the lectures for whose notes you need to catch up with, and any other additional tasks that you need to complete. Make this list in chronological order and separate it between each module (this bit is important).

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4. Go through your list, the class notes from those lectures, and the presentations too. Use these to estimate how much time REALISTICALLY you will need to go through it all.

When assigning a specific amount of time to a task, think about:
• How well you understand that topic
• What is missing from your notes – from lectures or from outside sources (reading around the subject to bolster your knowledge)
• How detailed should your notes be for you to understand the topic when it comes to revising it
• Are you going to need to go over the lecture recordings?

There are a few techniques that you can use to get this part right.

- There are a few ways that you can work out how much time you need to spend on a specific task
- These include:
  - The Fudge Rule: Decide and allocate a maximum time for each lecture, then multiply that by 1.3
  - The Judge Rule: You judge for yourself how much time you think you need to complete the task, then add on another hour
  - The Student's Guide: for every hour lecture it's an additional 1.5 hours of work needed as a minimum
  - The Traffic Light System:
    - Assign a difficulty level to your tasks; either Green, Amber or Red – each colour signifies a different difficulty rating and a different amount of time needed spent on the task
      - E.g. Green = 1.5hours, Amber = 3hours and Red = 5hours
      - You can change these timings up depending on your own tasks to complete

5. Now, leave that list aside for the moment and go back to the time table you made. Start adding in the times you are getting good/fun stuff done (e.g. Christmas day! Or 2 hour gym break, outings with family members, etc.). Add all of these into the timetable **first**.

6. Now knowing how many hours of work you need to do, and just what tasks you need to complete, start slotting them into your time table.

Tip: To stave off boredom, or ditching your study planner, try to go over a range of lectures from diff modules each day so that you don't get bored and procrastinate

Now, GET TO WORK!

Take note

- Study planners don't always work for everyone
- Sometimes, just making a general to do list of things to cover, and ticking them off when you've complete them, is all the planning you need to get things done.
- It all depends on your work ethic and what style makes you comfortable

Key tips for making your planner

- Make sure to put in all the free time you have first so there's something to look forward to during the holidays – THIS IS REALLY IMPORTANT
- Place your planner somewhere in view of where you plan to work – that way you can make sure you're staying on track
- Add colour/images/etc. – anything that will make it easy for you to look at and recognised exactly what you are doing that day
- If doing large blocks of revision are not to your taste, try breaking things into smaller chunks and doing them over the course of the day that you planned to do them

Key tips for revising during the holidays

- Planners aren't just for the holidays – you can reuse them throughout the year to stay ahead of tasks and coursework – it really helps improve your time management skills; you can also use them to get a head start on your revision for Exam season
- Leave yourself time before you go back to university to cover anything that you weren't able to finish, or to generally just go over everything you've done
- Try to start as early as you can. That way, you don't leave everything to the last minute and tire yourself out (VERY unhealthy)
- Change up where you study every now and then. Libraries are a great place to work, especially if you find yourself beginning to procrastinate when at home all the time.
- Try working with a study partner that will keep you on track of your work, but who won't tolerate you both messing about if you are working together – they don't have to be on the same course as you, but it is helpful having someone who can answer any questions you may have
- Reward yourself whenever you finish something. This is a really good motivational trick and will keep you going on task
- Take breaks as often as you want – it's a holiday after all!
- Try breaking things up into small manageable lists so that you aren't overwhelmed by the amount of work you have to complete each day
- Try using study techniques, like the Pomodoro technique, to get things done
- Try and set goals for completing specific tasks by a certain time – this works well especially for people who tend to leave things until they are due
- IF you can't complete something in the time you've set for it, put it aside and complete it when you have some extra time – don't just keep working; learn to stop! This is key to time management
- If you have any practice questions/papers, try to complete them under exam conditions so that you can start training yourself to get things done in time – this is a timesaving technique that many student use
- Try to make the tasks as enjoyable as possible

Useful links

- These are a few useful links to online study planners or printable study planners that you can use:
  - Free Printables
    - https://onlinestudyaustralia.com/study-planner-timetable/
    - https://allaboutthehouseblog.wordpress.com/tag/study-planner/
    - http://theorganisedstudent.tumblr.com/printables
    - http://justagirlandherblog.com/printable-student-binder/
  - Apps
    - https://www.mystudylife.com/
    - SQA My Study Plan
  - Online Tools
    - https://www.goconqr.com/en/study-planner/
    - https://getrevising.co.uk/planner