TABLE 5: Weekly planner (example)

A Weekly Planner will assist you to organise your time so that you stay up-to-date with your course requirements

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| Week Number: …………………………………………………….. Date Range: …………….. |
|  | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
| 9 am | Prepare for computer online assessment |  | Computer lecture |  | Computer lecture |  | Family and friends time |
| 10 am | Prepare for computer online assessment | Biology lecture | Read history tutorial readings | Geography lecture | History research | Write history assignment | Family and friends time |
| 11 am | History lecture | Biology lecture | History lecture |  | Geography research | Write history assignment | Family and friends time |
| 12 pm |  |  | History tutorial | Society club |  |  | Family and friends time |
| 1 pm |  |  |  |  |  | Free time. | Family and friends time |
| 2 pm | Geography lecture | Biology prac | History assignment. start writing | Geography group project meeting. | Geography research | Free time. | Family and friends time |
| 3 pm |  | Write up biology prac | Proof read biology prac report | Geography prac. | Society club get-together | Start writing geography assignment. | Family and friends time |
| 4 pm | Computer prac | Write up biology prac | Geography assignment |  |  |  |  |
| Research. |  |  | Review biology text book |  |  |  |  |
| 5 pm | Gym |  |  | Gym |  |  |  |
| 6 pm |  |  | Free night |  |  |  |  |
| 7 pm | Read history tutorial readings | Read history tutorial readings |  |  |  |  | Check Semesterassessment planner |
| Do ‘To-do list’. |  |  |  |  |  |  |  |
| Do new weekly planner. |  |  |  |  |  |  |  |
| 8 pm |  | Geography online discussion |  |  |  |  |  |