

The below is a quick start guide to setting up a manageable, adaptive schedule for your Academic Year, with advice extracted from discussions with tutees, and colleagues.

You will eventually converge to a system (whether that is a force of habit or something more structured) that works best for you. That being said, this guide should help you create a starting point, and put you in the driver's seat of your studies.

The guide should be particularly useful to:

- new students (who might feel lost);
- returning students (who feel like they could plan things better this year);
- those of us who stress out on our free time and black out during work.

You will need your list of courses, a calendar with the class schedule, and something to take notes on.

- Go through your list of courses and consider how much time it would take you to study for a week's material (a good guess will suffice for now). Then note that number down for each course.
- Looking at your calendar, consider which times in the week you are willing to make available for regular study. Break those down into 1-hour slots.

*Make sure you take travel to and back from the University into account when creating your programme.*

*Consider making use of the University's Library to study between lectures.*

*It is important to make room for free time. A simple rule such as "never work weekends" could be enough to give you the mental space to relax and remain efficient in your studies.*

- Allocate the hours for each course into an appropriate number of slots.
- Consider the resulting programme. How many hours of study are allocated to each day? Are study times close to the related course lectures?
- Move the hours around until you have a schedule that you are comfortable with. You might want to move study time to the day before the relevant lecture.

*As the Semester goes on, there will be times where you won't be able to stick to this plan. Even if this is a regular occurrence, it does not have to break your schedule. Simply move the lost study time into one or more empty slots for the week.*

*There will be weeks during the semester where you will have to increase the amount of time spent studying a course; Typically relating to coursework. Plan ahead.*