# Time Management Tips – Weekly planner

A weekly planner will help you to visualise the number of tasks you have and can help you to organise your time more efficiently. This is important for noting down all your study commitments but also to help you fit in all your personal commitments too.

Put your classes in first. Then mark in your travelling time. Allocate mealtimes and any activities that you must do. Take out job / work time. You should then be left with the hours available to dedicate to studying and the tasks you have identified. Do not forget to allocate some ‘me’ time and breaks during studying. Once you know when you can study do a weekly planner with what, specifically, you will be studying each day.

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