



University Counselling

Planning for a Good Semester

Online resources

Online Counselling

You might also find other tip sheets on time management, goal setting, enhancing your cognitive functioning and getting a balanced life useful.

Apps

Search on the App Store or Google Play

Productivity Wizard

Finish

Finish allows you to set tasks for the short, medium and long term

Setting goals and making action plans to help you carry out these goals are essential components of good time management that help you on the pathway to success for the semester. Planning helps give structure to your goal. Writing it down in a step-by-step process makes you more accountable and better able to review what went well and what you would do differently next time.



- Define the **task** – what is it you are trying to achieve? What are your objectives in reaching this and what are the benefits to achieving the **goal**? The easiest way of thinking about the difference between these two is when we think about the task being an individual assessment and the objective or goal being complete and pass the overall subject.
- Break your task down into smaller steps. Start to think about the when, where, what resources will you need and how you will go about it. It is useful to make sure you set individual time frames for each of these processes and fit them into your weekly planner. Writing the **plan** down will help you keep track of it and where the obstacles arose when you are reviewing it later.
- The next phase is the **action** phase. This is actually putting your plan into place. It's a good idea at this phase to keep a log on your progress so you can reflect on it later. There will be struggles at times with your plan, like not estimating enough time for a task, or forgetting a step in the process. Keeping a log of this will help you when reviewing how it all went.
- The **review** is important because you can reflect on both the positives and negatives and learn from these. Each time you refine the process you get better at planning so it is important to review what you have done.
- **Reward** yourself. Make sure you not only plan to reward yourself at the end of the task, but during the plan as well. It makes sense to use smaller rewards for achieving smaller steps along the way. For example a small chocolate for finishing a literature review versus a weekend off study for completing the whole task!