

Preparing a study timetable

Assessments test both your content knowledge and your ability to manage your time effectively. Setting up a study timetable can be an effective time management strategy. To succeed in your assessments, you should allocate enough study time to prepare effectively for all your subjects.



Check your assessment dates.

Note the dates for each of your assessments. How they are spaced out will affect the amount of time you have to study for each assessment.



Allocate study time for each assessment.

- Break your study time into short study sessions (e.g. 2 hours instead of 6 hours).
- Allow more time for subjects you find difficult.



Arrange the study sessions around your commitments.

Also, remember to include:

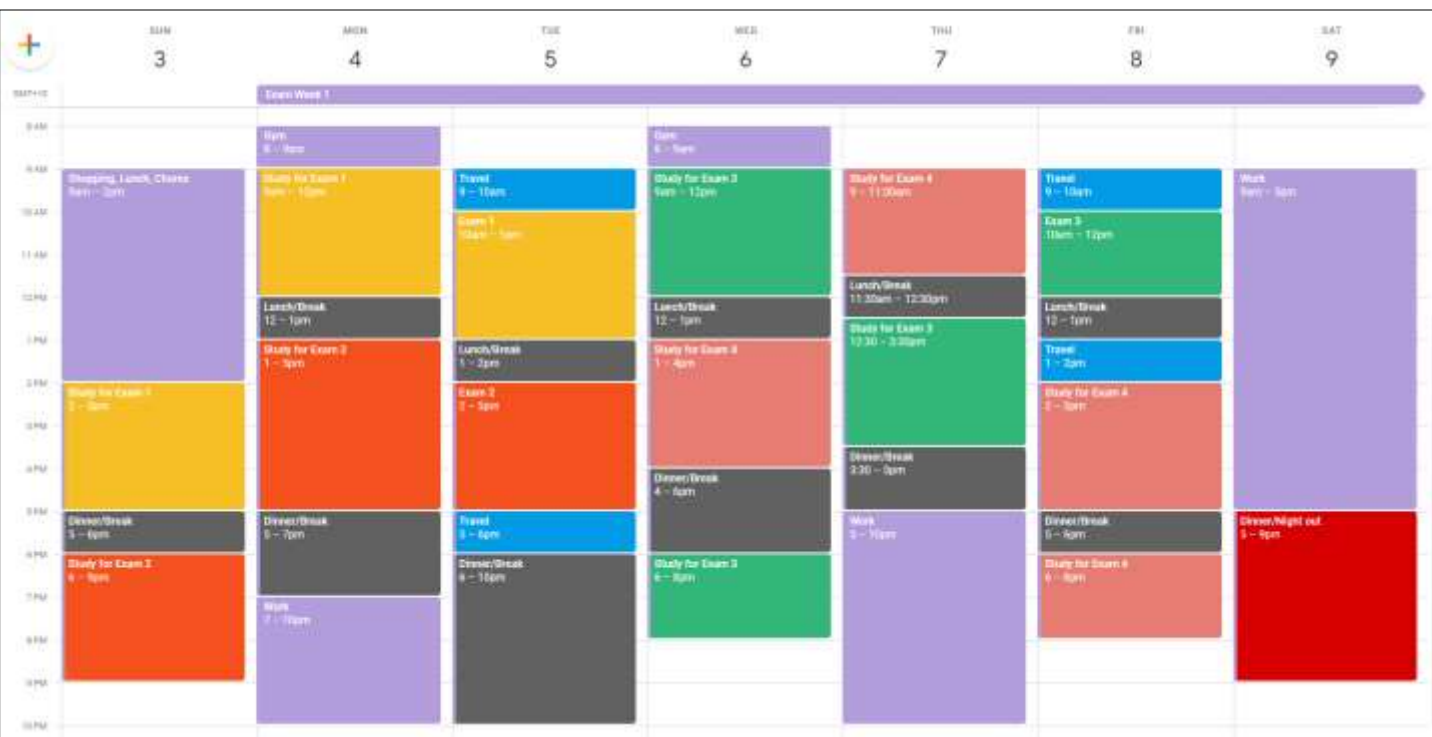
- study breaks
- travel
- meals.



Revision requires repetition.

You will need to revise content several times in order to recall it effectively in the assessment, so make sure to allocate time to do enough revision before each assessment.

Study timetable example



Google Calendar

You can use the calendar attached to your Gmail account to create your study timetable.

This will allow you to colour code your activities, set reminders, and sync with your devices.



Final tips

Follow your study timetable as much as possible in order to ensure you use your study time most effectively.

If you find you need more time for a particular subject or topic, you can adapt your timetable, but make sure that you still have enough time for your other subjects.