student start-up planner

plan your semester, weeks and days better!!

ARCHIMASH.COM

productive

[pruh-**duhk**-tiv] *adjective*

1. having the quality or power of producing, especially in abundance
2. effective in bringing about
3. yielding results, benefits or profits

organize

[**awr**-*guh*-nahyz] *verb*

1. to systematize
2. to give structure or character to

plan

[plan] *noun*

3. a specific project or definite purpose
4. to arrange a method or scheme beforehand

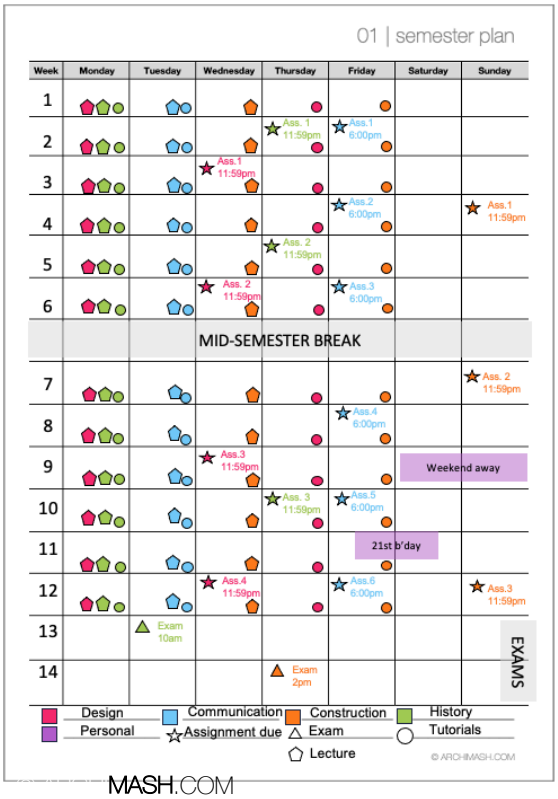
How To Use This Semester Planner

Print out the following documents and once complete, keep them where you will use them.

01 | Semester Plan

Once you have your template created or printed out, you can:

- Create a legend or key and use a different colour or highlighter or code for each subject, including personal.
- For each subject you are taking, start to add the details for due dates of exams, assessments or presentations in each class.
- You might also want to come up with some kind of a code for repeating activities or tasks - such as an asterisk in your subject colour for a weekly lecture, or a circle for tutorials, which will always require some kind of work. This way you can quickly see at a glance all the tasks and activities that are occurring on a single day or a week.
- Include major personal activities and events during the semester that will take up large amounts of your time such as weddings or weekends away. This will show you time that you do not have for your studies.



© ARCHI-MASH.COM

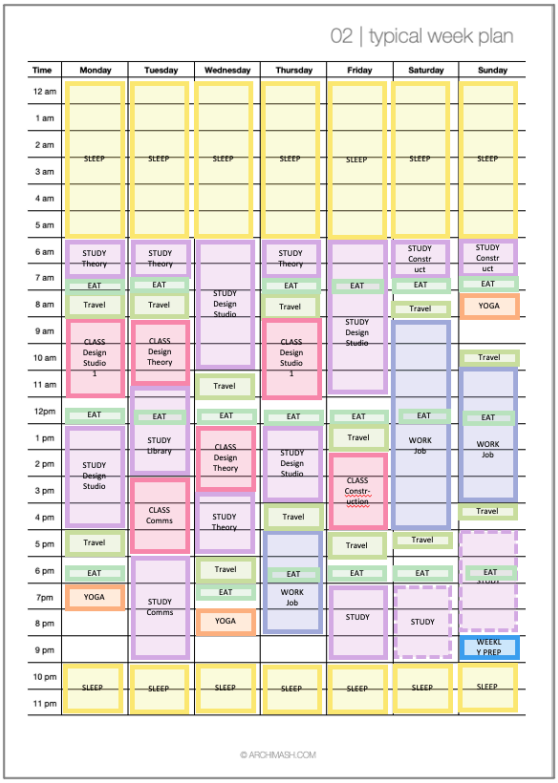
02 | Typical Week Plan

Start to add in the things that do not change each week. These could include:

- **Class times** | When will you be in class each week?
- **Travel** | How long will it take for you to travel to and from each class to be on time?
- **Sleep** | How much sleep do you need each night? What time do you sleep and wake up?
- **Meals** | How much time do you need to eat each meal? At home for some or out of the house?
- **Exercise** | When will you do exercise each week or day? Are there classes you want to attend?
- **Work** | Do you have a job with fixed hours?
- **Planning** - When are you going to review your plan and set yourself up for the next week? Maybe Sunday afternoon or evening?

Once you have all the things that are fixed in your week, you can now see the white space around them, and start to fill in the other things that need to happen.

- **Study** - How much study do you need to allocate for each subject per week according to your unit guide or outline. Start to consider the best time to complete the work for each subject based on the content and the tasks and the way you study.
    - Do you have one full day dedicated to one subject, where you attend a class and then spend time directly afterwards studying or in the library?
    - Or depending on the subject and the type of information, do you need to break up your study into smaller chunks throughout the week?
- **Personal Maintenance** - Do you need to include time each week for grocery shopping, cleaning the house, food preparation or other chores? Block in some time on a Saturday or Sunday morning.
- **Hobbies** - Consider time for hobbies. Do you go to a class each week?
- **Social and Family** - Do you need to spend time with friends or family each week? Does your family have a fixed Friday night dinner?
- **White Space** - It is important to leave chunks of “white space” throughout your day that allows for unexpected tasks or activities that might come up, as well as just taking a breather.



03 | Master Task List

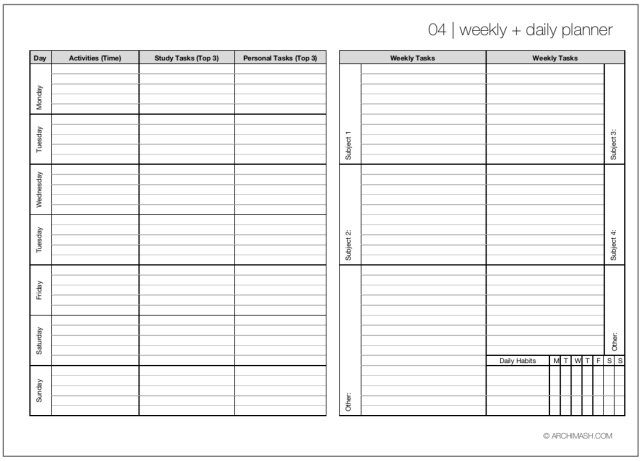
Keep track of the tasks and activities you need to do for different areas of your life. You may want to include due dates or priority.

- **Subjects + Projects** | Identify your major subjects or projects. Over time you can break down your subjects into more projects.
- **Tasks** | Add your individual tasks under each category. Include a due date where relevant.
- **Chunking Down** | Break down your tasks into smaller, more manageable tasks.

04a | Weekly Planner

At the start of every week, update your planner for both Tasks and Time Management:

- **Fixed Activities** | Copy over from your Typical Week.
- **One Off Activities** | Anything particular to this week such as a revised work schedule, social activities, dentist or other appointments etc. Include the date, time and duration.
- **Activity/ Task Due Dates + Deadlines** - Add tasks and assessments due this week. Include the date and time and location if necessary.
- **Tasks** | Identify the general tasks you want to progress this week and copy them from your Master List. Do not delete them from your Master List until they are fully complete.
- **Top 3 Tasks** | Identify the top 3 tasks for this week that need to get done, even if nothing else does.



04b | Daily Planner

Review your Weekly Planner at the start and end of each day. Adjust the weekly tasks and activities for that day.

© ARCHIMASH.COM

01 | semester plan

Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

☐ _____ ☐ _____ ☐ _____ ☐ _____

_____ _____ _____ _____

© ARCHIMASH.COM

02 | typical week plan

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
12 am							
1 am							
2 am							
3 am							
4 am							
5 am							
6 am							
7 am							
8 am							
9 am							
10 am							
11 am							
12pm							
1 pm							
2 pm							
3 pm							
4 pm							
5 pm							
6 pm							
7pm							
8 pm							
9 pm							
10 pm							
11 pm							

© ARCHIMASH.COM

03 | master task list

Personal	Subject 1:	Subject 2:	Subject 3:	Subject 4:

© ARCHIMASH.COM

Day	Activities (Time)	Study Tasks (Top 3)	Personal Tasks (Top 3)
Monday			
Tuesday			
Wednesday			
Tuesday			
Friday			
Saturday			
Sunday			

Weekly Tasks		Weekly Tasks	
S u			S u

Subject 2:

Subject 4:

Other:

Other:

Daily Habits	M	T	W	T	F	S	S

© ARCHIMASH.COM