

Student Counselling Office (Zentrale Studienberatung)

Planning your week

Drawing up a plan or schedule for your time can be highly effective in helping you organise and visualise all the things you want to or have to do and gain a realistic feel for how much time they will take up. It can also motivate you to manage your time efficiently and create good boundaries between your studies/work and your 'downtime'.

However, you should be careful to avoid letting your schedule pile on the pressure, and you shouldn't expect that you'll always be able to stick completely to it. Being disappointed in yourself if things don't work out as you've planned is not a good use of your energy. Life is complex and – as the John Lennon song goes - is what happens when we're making other plans! It usually takes some time and several attempts for you to find the way of using your schedule that suits you best.

Why not give it a try? Draw up a schedule containing all the activities you do within a typical week and make a plan for each day. At the end of each day, look back at how the day actually went (you can use the 'weekly diary' activity for this).

Here's an example of a weekly schedule:

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Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7:00-8:00	Up, breakfast, travel time	Up, breakfast	Up, breakfast, travel time	Up, breakfast, travel time	Up, breakfast, travel time	
8:00-9:00	Lecture in main subject	Reading for my subject; travel time	Job	Travel time; prepare for lecture	Lecture in main subject	Meet study group
9:00-10:00						
10:00-11:00	Library (review lecture notes, literature search)	Lecture in first additional subject		Lecture in second additional subject	Library (review lecture notes, reading)	Swimming
11:00-12:00						
12:00-13:00	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
13:00-14:00	Walk	Review lecture notes	Prepare for seminar	Review lecture notes	Preparation for lab	Revision (if needed. e.g. exam coming up) or free time
14:00-15:00	Job in my department	Job		Seminar in first additional subject		
15:00-16:00			Travel home, revise			
16:00-17:00			for study group meeting			
17:00-18:00						
18:00-19:00	Travel home, dinner	Exercise		Travel home, dinner	Time for socialising	
19:00-20:00	Revision (main subject)	Dinner	Dinner	Study/revision		
20:00-21:00		TV	Prepare for classes if required			
21:00-22:00						

Student Counselling Office (Zentrale Studienberatung), HAW Hamburg, Stiftstraße 69, 20099 Hamburg
 We're here to answer all of your questions about your studies – by email, by phone or in person.
 You can find up-to-date contact information and office hours at bit.ly/HAW-ZSB.

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Weekly schedule for week beginning and ending

Datum							
Zeit	Montag	Dienstag	Mittwoch	Donnerstag	Freitag	Samstag	Sonntag
7:00-8:00							
8:00-9:00							
9:00-10:00							
10:00-11:00							
11:00-12:00							
12:00-13:00							
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21:00-22:00							
22:00-23:00							
23:00-24:00							