

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 | | | | | | | |
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| 22:00-23:00 | | | | | | | |
| 23:00-24:00 | | | | | | | |