



## How to use your planner.

Having a weekly planner can make a huge difference in productivity. Knowing what you need to achieve on a weekly basis will ensure you meet your milestones for study success and ultimately, ensure you are on the path to graduate from your course and launch into your chosen career.

- Fill in your planner with everything you do during the week. Make sure you include your study, work hours, as well as the fun things you do in your spare time. It's also helpful to include time to prepare and enjoy meals, commuting time to work and even your domestic chores.
- You may find it helpful to use a colour code for different activities. That way, with a quick glance you can tell what's happening or what's coming up that you need to focus on.
- Once you have filled it in, have a look at your week to see if you've got a good balance of activities. If it doesn't feel right, have a play with our online time management tool ([www.onlinewesternsydney.edu.au/time-management](http://www.onlinewesternsydney.edu.au/time-management)). This can help you figure out what things you might need to sacrifice in order to fit everything in.
- Working out how much study is right can be hard. We recommend you put aside between 8-10 hours per week for each unit you are enrolled in. This can vary depending on what week it is in the teaching period and assessment due dates.
- Make sure you know what you need to do for the following week. Being mentally prepared will give you the head start you need.
- There is nothing more satisfying than getting through a 'to-do-list'. Start working your way through your tasks and cross them off when they are complete.

## Support when you need it.

Studying online does not mean you are on your own. For questions, big or small, our Student Advisors are on hand when you need it most. For general academic, technical, administrative or personal help, call **1300 050 935** or email [help@westernsydneyonline.edu.au](mailto:help@westernsydneyonline.edu.au).

**Monday to Friday:** 8am – 9pm AEST  
**Weekends:** 10am – 6pm AEST