

# PLAN YOUR STUDIES

## MY WEEKLY SCHEDULE

### MAKE AN OVERVIEW OF HOW YOU SPEND YOUR TIME TO GET A REALISTIC IMAGE OF YOUR STUDY HABITS

#### › Courses and projects

Start by filling in time you spend on courses and projects. Remember the hours you use for preparation, reading and group work

#### › Student job or voluntary activities

If you have a student job or voluntary activities, put them in the weekly schedule as well.

#### › Spare time activities

Remember to include the time you spend on social activities, relaxation and sports.

### The Purpose of My Weekly Schedule

The purpose of My Weekly Schedule is to create an overview of how you spend your time and/or how you would like to spend it. When you fill out the schedule, remember to put everything in there: your studies, work, social events, sports, etc.

Creating an overview of how you spend your time can provide a realistic image of how much you are studying. ITU expects you to be a fulltime student, which corresponds to studying (attending lectures, preparing, doing group work) approximately 37 hours per week.

It can be a good idea to combine your weekly schedule with a work plan for the entire semester, where you take into account when you have your exams and how much preparation time they require. Creating a full overview of the semester can help you ensure you are studying enough to meet your goals as well as giving you the opportunity to plan when you will take time off. Remember that taking time off is very important and that it is not possible to study around the clock.

My courses this semester	Hours of lectures	Hours of preparation	Hours of group work

	<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>	<b>SATURDAY</b>	<b>SUNDAY</b>
07 – 08							
08 – 09							
09 – 10							
10 – 11							
11 – 12							
12 – 13							
13 – 14							
14 – 15							
15 – 16							
16 – 17							
17 – 18							
18 – 19							
19 – 20							
20 – 21							
21 – 22							
22 – 23							
23 – 24							