

How to start planning



Would you like some help planning? This folder will get you started.

Do you know what study material is available for each course?

- 😊 Yes: The Subject Matter Overview will help you work out a strategy to tackle each subject's course material.
- 😞 No: Find all the necessary study material, and complete the Subject Matter Overview.

Do you take notes during class?

- 😊 Yes: Try to turn your notes and study material into a coherent whole.
- 😞 No: That's unfortunate, because taking notes is a good way to actively process the course material a first time. Not sure how to start? Monitoraat op Maat can help you get started!

Do you revisit your notes and course material before the next class?

- 😊 Yes: Make sure you plan enough time for this in your weekly and semester planner!
- 😞 No: That's unfortunate, because this is an important step in studying. Try to make time for this in your weekly and semester planner.

Do you have a plan to tackle the coming semester?

- 😊 Yes: It may be a good idea to visualise this by using the weekly- and semester planner.
- 😞 No: The semester and weekly planner can help you get started.

SUBJECT MATTER OVERVIEW

Use the chart below to make an overview of the things you have to study every week for each course. Then you can start planning with the semester calendar and the weekly planner.

For this course ...	I have ... at my disposal	I will use this as a basis ...	Evaluation consists of ...
<i>Statistics Theory</i>	<i>Textbook</i>	<i>Slides</i>	<i>Multiple choice exam 50%</i>
<i>Statistics Practical</i>	<i>Slides</i>	<i>Exercise syllabus</i>	<i>Practical exam 50%</i>
	<i>Notes</i>		
	<i>Exercise syllabus</i>		

Need additional help?

You can make an appointment with a study coach every weekday between 9h and 16h.



**Universiteit
Antwerpen**

SEMESTER PLANNER



WEEK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
1	Start classes09/02	10/02	11/02	12/02	13/02	14/02	15/02
2	16/02	17/02	18/02	19/02	20/02	21/02	22/02
3	23/02	24/02	25/02	26/02	27/02	28/02	01/03
4	02/03	03/03	04/03	05/03	06/03	07/03	08/03
5	09/03	10/03	11/03	12/03	13/03	14/03	15/03
6	16/03	17/03	18/03	19/03	20/03	21/03	22/03
7	23/03	24/03	25/03	26/03	27/03	28/03	29/03
8	30/03	31/03	01/04	02/04	03/04	Start Easter holidays04/04	05/04
9	UAntwerp closed06/04	07/04	08/04	09/04	10/04	11/04	12/04
10	13/04	14/04	15/04	16/04	17/04	18/04	Einde paasvakantie19/04
11	20/04	21/04	22/04	23/04	24/04	25/04	26/04
12	27/04	28/04	29/04	30/04	UAntwerp closed01/05	UAntwerp closed02/05	03/05
13	04/05	05/05	06/05	07/05	08/05	09/05	10/05
14	11/05	12/05	13/05	UAntwerp closed14/05	UAntwerp closed15/05	UAntwerp closed16/05	17/05
15	18/05	19/05	20/05	21/05	22/05	UAntwerp closed23/05	24/05
16	UAntwerp closed25/05	Start of exam period26/05	27/05	28/05	29/05	30/05	31/05
17	01/06	02/06	03/06	04/06	05/06	06/06	07/06
18	08/06	09/06	10/06	11/06	12/06	13/06	14/06
19	15/06	16/06	17/06	18/06	19/06	20/06	21/06
20	22/06	23/06	24/06	25/06	End of exam period26/06	27/06	28/06

Step 1. Fill out the calendar with all deadlines for assignments, mock exams, group assignments, exams, ...

Step 2. Take a look at the bigger picture. When will you work on assignments within their deadlines? Try to split large assignments in smaller sections, and make your own deadlines for them to add to the calendar.

Tips. When do you intend to process and study the course material? Make an overview of what you have to know (see Subject Matter Overview), and then plan what you will do for your courses every week. Mark this on the calendar, and use a weekly planner to make a more detailed schedule.



WEEKLY PLANNER



	MO	TH	WE	TH	FR	SAT	SUN
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23							

How do I fill this out?

Make a weekly plan on how to spend your time. Start by filling out all of your set commitments. Then you can add time to study, relax, etc. in the remaining time slots. Make sure you also plan enough short breaks during your study time.

Use a different colour for each type of activity::

- **Classes**
- **Study time:** update notes - process - memorise - practise - ...
- **Necessary activities:** wake up - eat - sleep - commute
- **Relaxation:** free time - hobbies - sports - vacation
- **(Social) commitments:** job - religion - volunteering - ...
- **Buffer**

Tips

- Plan an **adequate buffer** to account for times when you were supposed to study, but were unable to.
- Create a **daily routine** for yourself, for example by dividing the day into 8 – 8 – 8: 8 hours to study, 8 hours for relaxation (including food) and 8 hours of sleep is a good rhythm.
- Do not postpone the processing of subject matter in favour of finishing assignments. Try to find a balance between the two.
- Plan your study time during your most **productive hours**: Are you a morning person or a night owl?
- Do you study in the bib? Make sure to check the opening hours on the website!

Are you having trouble planning or getting into a good workflow?
The study coaches at STIP will happily help you out.

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Studentportal: support & coaching