

# DRAWING UP YOUR TIMETABLE

WHEN DRAWING UP YOUR TIMETABLE IT IS IMPORTANT TO TAKE NOTE OF THE FOLLOWING:



1

No week is exactly the same. Create different study timetables for different weeks when necessary.

2

Try to fit in study time of one and a half hour (90 minutes) after lectures. (Also see the section 'Dealing with procrastination' below.)

3

Try to establish regular study times. This creates consistency so that those hours of study become a habit.

4

In addition to the time you spend studying material that has already been covered in lectures, you should also set aside time on your timetable to read through the material that the lecturer will cover before the lecture takes place. This will help you to understand the subject more fully and will enable you to ask questions if there are aspects that you do not understand.

## TAKE NOTE

It is easier for your brain to absorb new information if it can make connections to already learned knowledge. This helps to store information in your long-term memory. If you go through material before your lecture your brain will be able to make connections more quickly during the lecture and store the information in your long-term memory. Without this extra step you will quickly forget what the lecturer said in the lecture. To go the extra mile, also spend a couple of minutes to read through your notes from the lecture after the lecture, perhaps during a break or lunchtime.