Use the grid below, or design your own, to map out your study time using specific tasks and time frames E.g. Mon 10-11am - Watch video for Module XX on My Studies, make notes and respond via discussion board. Don’t forget to build in regular breaks for food and exercise and other activities.

You could also use this grid to record how you spend your time over a week, to reflect on how you are actually using your time - are there ways you can improve this?

|  |  |  |  |
| --- | --- | --- | --- |
| Day/time | Morning | Afternoon | Evening |
| Monday |  |  |  |
| Tuesday |  |  |  |
| Wednesday |  |  |  |
| Thursday |  |  |  |
| Friday |  |  |  |
| Saturday |  |  |  |
| Sunday |  |  |  |

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