Time Management and Study Planner

A complete guide to planning and managing your time and studies

Contents

The information in this guide was correct as of 1 August 2023. Visit the Directorate: Counselling and Career Development website (http://bit.ly/30ygrlI) for the latest version of this document.

Welcome

Dear Unisa student,

We hope that you are as excited about planning your time and studies as we are! This guide is designed to assist you in assessing, planning, managing and maintaining your time and studies whilst registered at Unisa. While we know that everybody has unique circumstances, we hope this guide has something for everyone and will make your journey with Unisa a little bit easier.
We wish you all the best!

Yours sincerely,
Candice and Jess

Productivity is never an accident. It is always the result of a commitment to excellence, intelligent planning, and focused effort.

– Paul J. Meyer

Acknowledgement

This guide was developed by Candice Chetty (Student Counsellor) and Jessica Green (Student Mentor [2022] and Psychology Hons Student), Unisa Counselling and Career Development Unit, KZN.

If you want to change the world, you need to start cultivating good habits.

– Mina Tadros

How to use this guide

1. Read through the entire guide first to see what it contains and what you will need. Hint: Look closely at the examples to help give you an idea of what you will be doing.
2. Complete the "Studies Overview" section.
3. Print one "Module Overview" page for each module you are registered for and complete.
4. Print one "Module Content Planner" page for each module you are registered for and complete.
5. Complete the "Consolidated Assignment List" page.
6. Complete the "Weekly Schedule" page.
7. Print as many "Daily Planner" pages as you need and complete them as and when needed. There are two days on each page. (Note: there is one template with quotes and one without, so you can choose which you prefer).
8. Print a "Time Management Matrix" page when needed.
9. Complete the "Qualifications Overview".
10. There is a "Monthly Planner" for the rest of 2023, but there is also a blank template that you can use for any month and year. Print the pages that you need.
11. Read the "Further Resources" page to identify more articles or videos about time management and study planning.
12. Read through the "Counselling and Career Development services" page for contact details, resources and more.

You may delay, but time will not.

– Benjamin Franklin

Until we can manage time, we can manage nothing else.

– Peter F. Drucker

Studies Overview

1. What are you registered for?

Higher Certificate	Advanced Certificate	Postgraduate Certificate	Diploma
Advanced Diploma	Bachelor Degree	Honours Degree	Masters/Doctoral Degree

2. What College are you in?

Accounting Sciences	Education	Economic & Management Sciences	Agriculture & Environmental Sciences	Centre for Life-long Learning
Human Sciences	Law	Science, Engineering & Technology	Graduate School of Business Leadership	Thabo Mbeki African School of Public and International Affairs

3. What is the name and code of your qualification?

4. What modules are you registered for?

Module Code	Module Name	Semester/Year Module	Number of Credits

5. How much time do you have available to spend on your studies each week?

	hours

6. How much time per week can you spend on each module?

Module Code	Number of Credits	Number of hours per week

Balance is not better time management, but better boundary management.

Balance means making choices and enjoying those choices.

– Betsy Jacobson

7. What other responsibilities/commitments do you have? (E.g., children/family, work, sport, etc.)

8. Other relevant information

Module Overview

Module code:		Module name:	

Lecturer information

Name	Contact number	Email address

Resources

Prescribed books	
Prescribed journal articles	
Recommended books	
Recommended journal articles	
Tutorial letters	
Study guides/notes	
Other	

Assignments

No.	Unique no.	Type	Weighting	Due Date and Time	Result
8			%		%
			%		%
			%		%
			%		%
			%		%
			%		%
			%		%
			%		%
			%		%
			%		%

Exam

No.	Type	Weighting	Date and Time	Invigilation Method	Result
		%			%
		%			%
		%			%

Other information

Module Content Planner

Instructions

1. Read through all of your tutorial letters and highlight the module content.
2. Source any prescribed, recommended or other necessary study material.
3. Look at what day/s and time/s you have allocated to work on this module and what dates the assignments and exams are.
4. Allocate a section of work to each day and time.

Remember: Make sure that you cover the content required for an assignment a few weeks before the assignment is due (wherever possible) and allocate sufficient time for working on assignments and covering the content.

Module Content Planner

Date	Time	Work to complete

Example: Module Content Planner

Date	Time	Work to complete
16/02	07:00-11:00	Read two articles
23/02	07:00-12:00	Chapter 2 (study – read and make summary notes)
25/02	07:00-09:00	Chapter 2 (study – read and make summary notes)
26/02	10:00-12:00	Chapter 2 (study – read and make summary notes)
02/03	07:00-12:00	Chapter 3 (study – read and make summary notes)
09/03	07:00-12:00	Chapter 6 (read and write out key terms)
16/03	07:00-12:00	Chapter 7 (read and write out key terms)
23/03	07:00-12:00	Chapter 8 (read and write out key terms)
30/03	07:00-12:00	Chapter 9 (read and write out key terms)
06/04	07:00-12:00	Chapter 10 (read and write out key terms)
13/04	07:00-12:00	Chapter 11 (read and write out key terms)
20/04	07:00-12:00	Chapter 13 (read and write out key terms)
27/04	07:00-12:00	Complete and submit Assignment 1
04/05	07:00-12:00	Chapter 6 (make summary notes) and read one article
11/05	07:00-12:00	Chapter 6 (make summary notes) and read one article
13/05	23:00	ASSIGNMENT 1 DUE
18/05	07:00-12:00	Chapter 7 (make summary notes) and read one article
25/05	07:00-12:00	Read three articles
01/06	07:00-12:00	Read three articles
08/06	07:00-12:00	Read three articles
15/06	07:00-12:00	Read one article; Chapter 5 Questions
22/06	07:00-12:00	Chapter 6 Questions
29/06	07:00-12:00	Start Assignment 2
06/07	07:00-12:00	Work on Assignment 2
13/07	07:00-12:00	Complete and submit Assignment 2
15/07	23:00	ASSIGNMENT 2 DUE
20/07	07:00-12:00	Chapter 7 Questions
27/07	07:00-12:00	Chapter 8 Questions
03/08	07:00-12:00	Chapter 9 Questions
10/08	07:00-12:00	Chapter 10 Questions
17/08	07:00-12:00	Chapter 11 Questions
24/08	07:00-12:00	Chapter 13 Questions
31/08	07:00-12:00	Start Exam Portfolio
07/09	07:00-12:00	Exam Portfolio
14/09	07:00-12:00	Exam Portfolio
21/09	07:00-12:00	Complete and submit Exam Portfolio
26/09	16:00	EXAM PORTFOLIO DUE

Consolidated Assignment List

Module code	Assignment no.	Unique no.	Assignment type	Weighting	Due Date and Time
				%	
				%	
				%	
				%	
				%	
				%	
				%	
				%	
				%	
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				%	
				%	
				%	
				%	
				%	
				%	
				%	

Weekly Schedule

INSTRUCTION: Plan your study time (each module, catch-up); work time (part-time, full-time, volunteer); personal time (family, exercise, eating, sleeping); other time etc.

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
00:00							
02:00							
04:00							
06:00							
07:00							
08:00							
09:00							
10:00							
11:00							
12:00							
13:00							
14:00							
15:00							
16:00							
17:00							
18:00							
19:00							
20:00							
21:00							
22:00							
23:00							

Example: Weekly Schedule

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
06:00	Eat breakfast and get ready	Eat breakfast and get ready	Eat breakfast and get ready	Eat breakfast and get ready	Eat breakfast and get ready	Eat breakfast and get ready	Eat breakfast and get ready
07:00	Drop Lily at school (07:15) HRPYC81	Drop Lily at school (07:15) PYC4805	Drop Lily at school	Drop Lily at school	Drop Lily at school	Mom & Lily fun time	Mom & Lily fun time
08:00	HRPYC81	PYC4805	Volunteer Work	Personal Admin	Part-time Work	Mom & Lily fun time	Mom & Lily fun time
09:00	HRPYC81	PYC4805	Volunteer Work	LifeLine Training	Part-time Work	Mom & Lily fun time	Visit Dad in hospital
10:00	HRPYC81	PYC4805	Volunteer Work	LifeLine Training	Part-time Work	Mom & Lily fun time	Visit Dad in hospital
11:00	Fetch child from school and eat lunch	Fetch child from school and eat lunch	Volunteer Work	Eat lunch	Lily's swimming lesson	Catch-up Work	Catch-up Work
12:00	HRPYC81	PYC4805	Eat lunch	PYC4807	Eat lunch Part-time Work	Catch-up Work	Catch-up Work
13:00	HRPYC81	PYC4805	PYC4807	PYC4807	Part-time Work	Catch-up Work	Catch-up Work
14:00	Visit Dad in hospital	Visit Dad in hospital	PYC4807	PYC4807	Tutor Maths	Visit Dad in hospital	Mom & Lily fun time
15:00	Gym: Strength - Upper body	Run/swim/cardio	Gym: Strength - Legs	Visit Dad in hospital	Visit Dad in hospital	Mom & Lily fun time	Mom & Lily fun time
16:00	Gym: Strength - Upper body	Run/swim/cardio	Visit Dad in hospital	isiZulu lesson	Visit Dad in hospital	Running group: Mandisi & ladies	Yoga
17:00	Cook and eat dinner	Cook and eat dinner	Cook and eat dinner	Dinner	Cook and eat dinner	Dinner	Cook and eat dinner
18:00	Lily - bath, story, bed	Lily - bath, story, bed	Lily - bath, story, bed	Running club: Time Trial	Lily - bath, story, bed	Lily - bath, story, bed	Lily - bath, story, bed
19:00	Prepare for next day (19:00-19:30)	Prepare for next day (19:00-19:30)	Prepare for next day (19:00-19:30)	Prepare for next day (19:00-19:30)	Prepare for next day (19:00-19:30)	Prepare for next day (19:00-19:30)	Prepare for next week (19:00-20:00)
20:00	Relax	Catch-up Work	Relax	Catch-up Work	Relax	Relax	Relax
21:00	Sleep	Sleep	Sleep	Sleep	Sleep	Sleep	Sleep

Daily Planner

Note: although we have included a daily planner here, you can also use a diary for the same purpose.

1. Choose a daily planner template (with quotes or without quotes). If you choose the one without quotes, fill in your own quotes.
2. Fill in the day and date.
3. Refer to your Weekly Schedule and fill in the activities you have planned for the day.
4. Refer to your Module Content Planner to fill in which work you need to study.
5. Fill in any other appointments, meetings, etc. that you have that day.
6. Use the To-do list to remind yourself of any other tasks you need to complete that day (e.g., email a lecturer, check announcements on myUnisa, go grocery shopping etc.).
7. Use the "Distraction list" to write down anything that you think of while studying, or completing another activity/task so that you can attend to it later. This prevents you from getting distracted from the activity/task you are currently doing, keeping you on track, but also allows prevents you from forgetting to do something you thought of while busy with something else.
8. At the end of the day, check what was scheduled and what was on your To-do list, and tick off what you have completed. If there is anything that you haven't completed, write in on the next day's planner, or for another time during the coming week when you can fit it in (e.g., during a catch-up work session on your Weekly Schedule). Once you have rescheduled the item, you can cross it off today's planner.
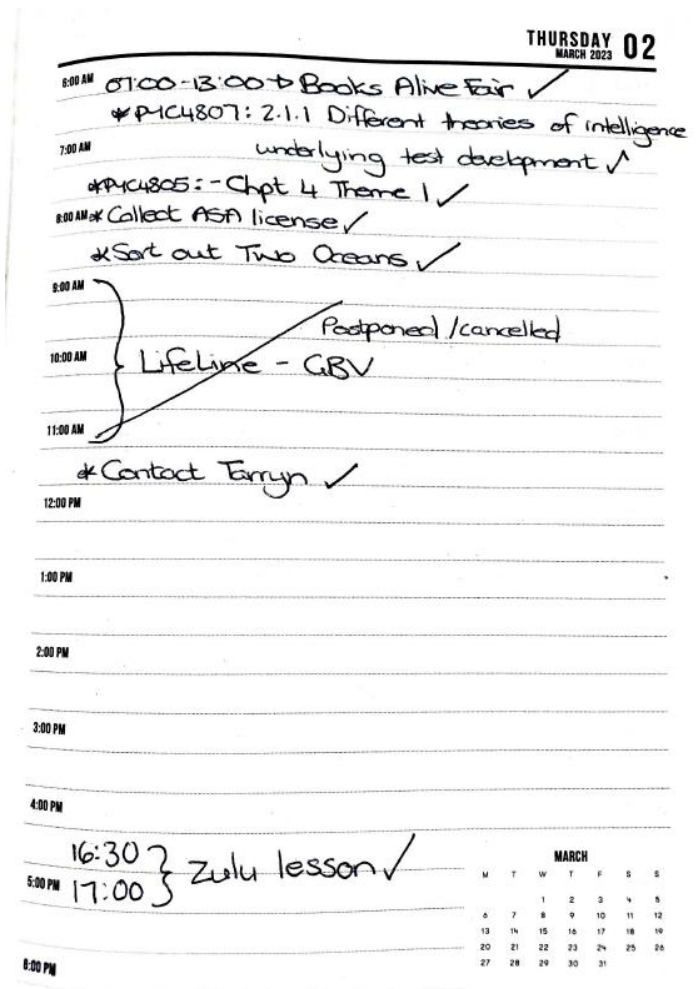
Daily Planner

Time	Day		Date	
06:00				
07:00				
08:00				
09:00				
10:00				
11:00				
12:00				
13:00				
14:00				
15:00				
16:00				
17:00				
18:00				

Yesterday is gone. Tomorrow has not yet come. We only have today. Let us begin. –

Mother Teresa

To-do list	"Distraction" list

Daily Planner

Time	Day		Date	
06:00				
07:00				
08:00				
09:00				
10:00				
11:00				
12:00				
13:00				
14:00				
15:00				
16:00				
17:00				
18:00				

"The secret of your future is hidden in your daily routine." – Mike Murdock

To-do list	"Distraction" list

Daily Planner

Time	Day		Date	
06:00				
07:00				
08:00				
09:00				
10:00				
11:00				
12:00				
13:00				
14:00				
15:00				
16:00				
17:00				
18:00				

To-do list	"Distraction" list

Daily Planner

Time	Day		Date	
06:00				
07:00				
08:00				
09:00				
10:00				
11:00				
12:00				
13:00				
14:00				
15:00				
16:00				
17:00				
18:00				

To-do list	"Distraction" list

Time Management Matrix

Instructions

A time management matrix (also known as an Eisenhower Matrix) is a method for planning your tasks according to their importance and urgency so that you can do them at the right time. It is a way of prioritising your time and tasks for optimised efficiency and productivity. This model uses a four-quadrant system to help you categorise each task, responsibility and facet of your life based on its **urgency** (i.e., tasks and responsibilities requiring immediate action or attention) and **importance** (i.e., those with high significance or value to goals).

- Quadrant 1:   Urgent and important
- Quadrant 2:   Not urgent but important
- Quadrant 3:   Urgent but not important
- Quadrant 4:   Not urgent and not important
-

	URGENT	**NOT URGENT**
IMPORTANT	Do now (Urgent and important)	Schedule (Not urgent but important)
NOT IMPORTANT	Delegate (Urgent but not important)	Do later (Not urgent and not important)

Until you value yourself, you will not value your time. Until you value your time, you will not do anything with it.

– M. Scott Peck

Qualification Overview

Instructions

1. Obtain the full curriculum for your qualification.
2. Fill in the module code, level (i.e., 5, 6, 7, 8), semester/year module and the number of credits.
3. At the end of each semester, fill in the date the module was completed and the mark you achieved.
4. If you fail and need to repeat, or write a supplementary examination, then fill in those modules and details at the bottom of the table.

Module Code	Level	Semester/ Year	Credits	Date completed	Result
					%
					%
					%
					%
					%
					%
					%
					%
					%
					%
					%
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					%
					%
					%
					%
					%

Module Code	Level	Semester/ Year	Credits	Date completed	Result
					%
					%
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					%
					%
					%
					%
					%
Module Code	Level	Semester/ Year	Credits	Date completed	Result %

Definition Sheet

Instructions

Use this page to consolidate all definitions for a module in one place and to keep track of where to find these definitions in the Reference column.

Module code		Module name	

Term	Definition	Reference

Monthly Planners

August 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

It is often the small steps, not the giant leaps, that bring about the lasting change.

– HRM Queen Elizabeth II

September 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Success is not final; failure is not fatal; it is the courage to continue that counts.

– Winston Churchill

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

"Out of the mountain of despair, a stone of hope."

– Martin Luther King, Jr.

November 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

It always seems impossible until it's done.

– Nelson Mandela

December 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

"Today is your opportunity to build the tomorrow you want"

– Ken Poirot

Monthly Planner

Month		Year	

Instructions

1. Fill in the month and year that you are planning for.
2. Fill in the dates for the month.
3. Add your favourite quote for the month.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Further Resources

- [Plan your studies](#) (article)
- [Time management](#) (article)
- [Getting started, time management, and negotiating support](#) (video)
- [Procrastination](#) (presentation)
- [Study planning](#) (presentation)
- [Time management and Motivation](#) (presentation)
- [Time management](#) (presentation)
- [How to manage your time](#) (audio)
- [Planning your time](#) (audio)
- [Time management](#) (audio)

Every morning you have two choices: continue to sleep with your dreams or wake up and chase them.

– Carmelo Anthony

Believe in your infinite potential. Your only limitations are those you set upon yourself.

– Roy T. Bennett

Counselling and Career Development at Unisa

The Unisa Directorate: Counselling and Career Development offers career-, academic- and personal counselling services to Unisa students and the broader community. You can talk to a counsellor about:

- **Career decisions.** I am not sure which career path to follow; I don't know which qualification would be best; I want to change my career direction…
- **Career information.** How can I find out more about a career in …
- **Employability.** How do I market myself to employers? How can I look for work? How can I compile an effective CV? How do I go about networking with others? How do I put together my career portfolio? How can I meet potential employers? How can I improve my interview skills?)
- **My studies at Unisa.** How can I get started with my studies? How do I plan my studies? How can I study more effectively? I don't feel motivated to continue with my studies… I feel worried about preparing for/ writing the exams. I failed my exams – what now? I need to improve my reading/ writing/ numeracy skills
- **Personal issues.** How can I have better relationships with others? How can I cope more effectively with issues that affect my studies?

Talk to us

Contact a counsellor by e-mail: counselling@unisa.ac.za

Contact a counsellor at a Unisa regional centre

Book an online appointment

Visit our YouTube channel: www.youtube.com/unisacareers

Visit our website at http://www.unisa.ac.za/counselling to access many self-help resources.