



# Independent Study Planner Worksheet

Study Development Worksheet

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It's a good idea to set weekly priorities at the beginning of the week, and use these to divide up your time. Think about the following:

## 1. How many hours do I have available for independent study?

- Block out on your calendar any lectures, seminars or workshops that are timetabled.
- Also block out any work or volunteering shifts that you have scheduled, or any other commitments.
- Remember to block out time for general life admin including shopping, eating and importantly – relaxing!

## 2. What are my priorities for this week?

- Think about which assignments or work-related activities you have that you need to focus on this week.

## 3. How should I spend my hours?

- Once you have worked out your priorities, you can think about how you can allocate your hours to different tasks.
- You may have an assignment that is due soon, so you may want to allocate more hours to focusing on this.

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Turn your priorities into a daily task-list. These must be manageable, meaning you can reasonably achieve them in the time you've given yourself that day. Tick off each task you complete as you go.

Divide up your study blocks. Give yourself long and short breaks throughout the day. Think about when you study best, and for how long. A popular method is to work in structured 30-minute sets: using a timer, study for 25 minutes, then break for 5 minutes, and repeat as necessary.

### **Week 3 Priorities:**

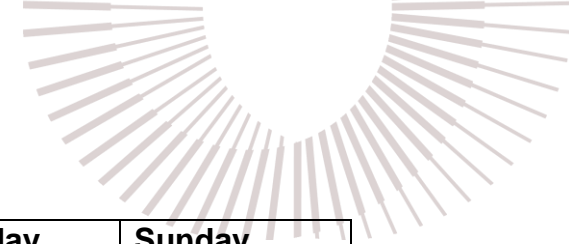
- 1 - Personal Development Assignment
- 2 - Reading for Theory Module
- 3 - Presentation prep

### **Monday Tasks:**

- Search reading list for sources on personal development (1)
- Read one chapter/article (1)
- Write out my notes (1)
- Lay out my slide headings (3)



Week 3	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
09:00	Set weekly priorities	No study: work shift	Seminar				Day off!	
10:00	1			Lecture	Workshop			
11:00			1	1		1		
12:00	Lecture				1			
13:00						1		
14:00	1				Workshop			
15:00						2		2
16:00	3			2	2	3		
17:00								3



<b>Week:</b> _____	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>
9:00							
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21:00							

How many hours do I have to spend?

What are my priorities this week?

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Email: [studydevelopment@yorks.ac.uk](mailto:studydevelopment@yorks.ac.uk)



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