






Power Up Your Planner

**How to get your studies
sorted and rock this year**

Your step-by-step guide to organising your semester like a pro!

How to Use This Workbook:

-  Work through each section at your own pace.
-  Follow the activities to create your **personalised study plan**.
-  Use the planner templates to **stay on track** throughout the semester.

Section 1: Weekly Planning – Structuring Your Time

A weekly plan helps you stay consistent and prevents you from falling behind.

Activity: Create Your Ideal Study Week

1. Decide how many hours per week you need to dedicate to study.
(General rule: 10 hours per unit per week, including lectures & readings)
2. When are you most productive? Morning, afternoon, or night?
3. Fill in the weekly sections with your study, work, and personal commitments.

EXAMPLE	MORNING	AFTERNOON	EVENING	NIGHT
MONDAY	Lecture	Work	Work	Study session
TUESDAY		Lecture	Study Group	Study session
WEDNESDAY	Lecture	Tutorial	Work	Work
THURSDAY		Zumba		Study session
FRIDAY	Tutorial	Work	Work	
SATURDAY	Work	Work		Study session
SUNDAY	Yoga class	Study session	Study session	

Consider:

- Do you have a balance between study, work, and life?
- Are there time slots you could use more efficiently?

WEEKLY STUDY SCHEDULE

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6:00 am							
7:00 am							
8:00 am							
9:00 am							
10:00 am							
11:00 am							
12:00 pm							
1:00 pm							
2:00 pm							
3:00 pm							
4:00 pm							
5:00 pm							
6:00 pm							
7:00 pm							
8:00 pm							
9:00 pm							
10:00 pm							
11:00 pm							
12:00 am							

Section 2: The Big Picture – Mapping Out Your Semester

Understanding your semester at a glance prevents last-minute surprises.

Activity: Semester Overview

In your planner or student diary write down the following:

- ☐ Semester dates and breaks
- ☐ Assignment due dates (check your unit outline)
- ☐ Birthdays, anniversaries, or other important events

When you are writing these dates in your planner, consider:

- Are there any **busy weeks** where multiple deadlines fall together?
- How can you **plan ahead** to reduce stress during these times?

MON	TUES	WED	THURS	FRI	SAT	SUN
Week 1! Buy textbooks, explore	First lecture, set up planner	Work shift (5-9 PM),	Gym, lecture and tutorial	Social event (BBQ)	Gym, light reading study session	Meal prep, Study (2 hrs), rest
Start assignment Work shift (5-9 PM)	Lecture, gym Matteos B-day party!	Study group (2 hrs) Work shift (5-9 PM),	Lecture and tutorial, club meeting	Library study (3 hrs) Movie night	Study (2 hrs), laundry	Relax, grocery run
Lecture, work shift (5-9 PM)	Lecture Study session (2 hrs),	Work shift (5-9 PM), gym	Lecture and tutorial Assignment research	Work shift (5-9 PM), unwind	Library study (3 hrs) social lunch	Study (2 hrs), Self-care, game night
Lecture, group project meeting	Work shift (5-9 PM), study session	Club meeting, tutorial	Lecture and tutorial, finalise the assignment	Assignment Due! Social night out	Work shift (5-9 PM)	Meal prep, light review study session

Semester Dates

	Sem 1 2025	Sem 2 2025	Sem 3 2025
Teaching starts	3 Mar 2025	21 Jul 2025	17 Nov 2025
Census date	24 Mar 2025	11 Aug 2025	4 Dec 2025
Semester break	7-13 Apr 2025	25-31 Aug 2025	22 Dec-2 Jan 2026
Teaching ends	30 May 2025	17 Oct 2025	6 Feb 2026
Revision	2 to 3 Jun 2025	20 to 22 Oct 2025	N/A
Exam period	4 to 13 Jun 2025	23 to 31 Oct 2025	9 to 13 Feb 2026
Grade release	27 Jun 2025	14 Nov 2025	27 Feb 2026

NT Public Holidays 2025




Wednesday 1 January - New Year's	Monday 5 May - May Day
Monday 27 January - Australia Day	Monday 9 June - King's Birthday
Friday 18 April- Good Friday	Friday 25 July - Darwin Show Day
Saturday 19 April - Easter Saturday	Monday 4 August - Picnic Day
Sunday 20 April - Easter Sunday	Thursday 25 December - Christmas
Monday 21 April - Easter Monday	Friday 26 December - Boxing Day
Friday 25 April - Anzac Day	

Section 3: Managing Assignments & Deadlines

Breaking down your assignments into smaller tasks makes them less overwhelming and easier to complete.

Activity: Create Your Ideal Study Week

Choose one of your upcoming assignments and break it into manageable steps.

 Step	 Due	 Notes
Read assignment instructions	March 1	Check the rubric & start planning
Research and collect sources	March 3	Use Google Scholar/CDU library
Create an outline	March 5	Organise key points
Write the first draft	March 10	Aim for 80% completion
Edit and proofread	March 13	Check grammar & citations
Submit	March 15	Final review before submission

As you are planning your deadlines consider:

- How far in advance do you usually start assignments?
- Have you set manageable goals that will help you succeed?
- What strategies can help you stay on track?


Section 4: Setting SMART Goals

Vague goals like “I want to study more” won’t help you stay accountable. SMART goals make success measurable. SMART goals are:


Specific: Clear and focused.; **Measurable:** You can track progress; **Achievable:** Realistic and doable; **Relevant:** Important to your overall success and **Time-bound:** With a clear deadline.

Activity: Set Your SMART Goals

Write one academic and one personal SMART goal for this semester.

 Example of a SMART goal:

 “I want to get better at writing essays.”

 I will complete one full draft essay for each assignment and get feedback from an online tutor.

Specific:	
Measurable:	
Achievable:	
Relevant:	
Time-bound:	

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