
THE SCHOOL LEAVERS' HANDBOOK

2018

An Interactive Quick-Guide To:

- Living a balanced life
- Planning your week
- Reducing stress
- Creating a budget
- Eating well
- Studying smarter

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FOREWORD

This guide has been created to help streamline and organise this exciting time in your life as you move from secondary school to the world beyond. Whether you are heading into tertiary study, a gap year, straight to the workforce or to any of something else, there are many new skills needed to begin your journey towards becoming an independent adult.

The goal of this guide is to keep things short, sweet and as simple as possible. There are six different sections, each is focussed on an important life skill:



**Create
A Weekly
Plan**



**Exercise
Every Day**



**Stick To
A Budget**



Eat Well



**Stop
Procrastinating**



**Study
Smart**

In each section you will find explanations, interactive step by step instructions to mastering the skill, and suggestions of great relevant tools and apps. The majority of the tools mentioned throughout this quick-guide are free or have free versions available and are compatible with both Android and iPhone.

There are a number of tables throughout this guide with examples of ways you can plan and organise different aspects of your life. Beside or under these tables there are blank options with shaded-in boxes. This guide is interactive, so you can write your own plans directly into these spaces and save a copy to your device to refer to or adjust as frequently as you need to.

Once you have started making small changes in your day to day routine, you will be well on your way to a happier and healthier life. Time management, organisation and work-life balance are essential in gaining the most out of anything you do as a student, in the workforce and in your personal life, so take the time to really understand each concept. Experiment to find the techniques that suit you best, or create your own.

As you are working your way through this guide, remember that life often doesn't go exactly according to plan. Don't worry if you can't stick to your plans word for word, flexibility is an important life skill, so just adjust to work around what may have come up, or what may not have quite worked for you.



CREATE A WEEKLY PLAN

Why Do It?

There is a lot going on in your life as you leave school and explore your next step, and it's no surprise that things can start to fall to the wayside. What with studying, working, having a social life and finding time to look after your physical and mental wellbeing, a weekly plan is essential.

Recording things like your study timetable, work shifts, gym classes and household duties elsewhere frees up vital space needed to think clearly and act productively. A weekly plan also allows you to time chunk, or break down the day into different segments for each task, which is a great way of managing your time effectively and creating a balanced lifestyle.

How to Do It:

1. Create a five year plan or brainstorm some long term goals to look back on while writing your weekly plan. You need to make sure you are scheduling time each week to move towards achieving these. Goals can be as simple as aiming to maintain physical fitness when heading into the workforce full time for the first time. You could achieve this by scheduling in time to hit the gym five days a week, working around your roster. Read through your goals before you start your planning each week to keep them fresh in your mind.

GOAL 1	
GOAL 2	
GOAL 3	
GOAL 4	
GOAL 5	

2. Pick a day to create your plan, Sunday often works well so you can begin the week with a clear head. Allow an hour for your first few planning sessions, but once you get the hang of things, it won't take as long.
3. You will need three tools:
 - i. A yearly calendar
 - ii. A weekly planner
 - iii. A notebook

You could use paper versions, do-it-yourself documents or apps/digital versions of each of these if you prefer - see the tools section below for some suggestions.




4. Look at your year calendar and schedule in any appointments or events you had recorded for the upcoming week in your weekly planner.
5. Next, schedule in events with set times e.g. work shifts, lectures, tutorials, gym classes etc. Choose a different colour for each task, to make sure they stand out.

6. If your brain works better with a little more room for spontaneity, list the remaining tasks for each day in no particular order. For those who prefer a more structured approach, schedule in the non-negotiables i.e. daily exercise and sleep in the time slots which work best for you. Recommendations are 7-9 hours sleep a night, and five hours of moderate physical activity each week. You know your needs best though so adjust to suit.
7. Schedule chores you may now be responsible for such as cooking, cleaning, supermarket shopping etc. It's surprising how time-consuming these tasks can be, so creating a time slot for them will make sure they get done every week with minimum fuss.
8. If you are in tertiary study, schedule in your study time. This will differ for everyone as it depends on your work load and although you may have to guess at first, it's better to over-estimate rather than under-estimate. As the year progresses, you will have a better understanding of the time commitment for your qualification.
9. Make sure you leave yourself at least an hour free in your schedule each day. This gives you room to move things around if they don't go according to plan.
10. Look at your plan first thing every morning so your day's activities are fresh in your mind. It's also a good idea to keep a to-do list tool handy for thoughts or appointments that may come up throughout the day.
11. Have another look at your plan at the end of the day. If there was a task which you didn't get around to, re-schedule this for another time over the upcoming week. If there are any appointments from your to-do list that are further out than this week, schedule these into your yearly calendar.
12. If you are using a programme like Microsoft Word or Excel to create your weekly planner, save this to Dropbox or Google Drive so you can access it and make changes from any device. Your planner needs to be adaptable as your typical day rarely goes perfectly to schedule.

Build Your Own Weekly Plan:

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
1am							
2am							
3am							
4am							
5am							
6am							
7am							
8am							
9am							
10am							
11am							
12pm							
1pm							
2pm							
3pm							
4pm							
5pm							
6pm							
7pm							
8pm							
9pm							
10pm							
11pm							
12am							

Helpful Tools:

		 Free Version Available?	 Desktop	 iPhone	 Android
Any.do	Get life under control with the ultimate app for getting things done	✓	✓	✓	✓
Dropbox	Securely share, sync and collaborate	✓	✓	✓	✓
Google Calendar	Keep track of life's important events all in one place	✓	✓	✓	✓
Google Drive	A safe place for all your files	✓	✓	✓	✓
Habitica	Improve your habits by playing a game	✓		✓	✓
Jorte	Calendar and organizer application that fully manages your schedule	✓		✓	✓
Microsoft Office 365	Includes Word, Excel, Powerpoint, OneNote, Outlook, Publisher and Access	✓	✓	✓	✓
Plan	Plan is your entire day in one place	✓	✓	✓	
Todoist	To do list and task manager	✓	✓	✓	✓
Wunderlist	Keep your life in sync	✓	✓	✓	✓



EXERCISE EVERYDAY

Why Do It?

Exercise de-stresses, controls weight, decreases the chances of having a huge range of health issues and on top of that it releases endorphins so makes you feel great – what's not to like? Lack of time is often given as a reason for doing little or no exercise, but the tools in this section can show you how easy it is to create a few habits which will boost your physical activity daily.

If you have come from a background of doing no, or very little exercise, take it slow – choose a range of exercises which are achievable but aren't going to scare you off altogether, and build from there. If this is a gentle walk in the park with friends, some stretching in front of TV to begin with that's fine, and way better than starting at a level that's too difficult and then losing motivation.

How to Do It:

1. Make time: you have 1440 minutes in a day, 45 of them can be used for maintaining physical fitness. Have another read through the weekly planner section where it was recommended to create a time slot for exercise daily. If you can't or don't want to block a time slot out just for exercise, multi-task e.g. ride on a stationary bike while watching TV or reading notes.
2. Decide on what type or combination of exercises is best for your mobility, current health status, personality type etc. You may need to consult a health professional for assistance with this. Try and include some strength, endurance, balance and flexibility exercises into each week for top physical maintenance.

Here is a table of some of the different types of exercise which you can pick and choose from to create your ideal exercise plan. The exercise ideas are divided into different categories to make sure there is something for everyone there. For more ideas, see the Helpful Tools section below.

	Exercise That Doesn't Feel like Exercise	At Home	Outdoors	Team Sports & Classes
Strength	<ul style="list-style-type: none"> • Lift dumbbells or do squats while watching TV • Spring cleaning, lifting heavy boxes • Heel-raises while cooking dinner 	<ul style="list-style-type: none"> • Push ups • Triceps dips • Sit ups 	<ul style="list-style-type: none"> • Rock climbing • Sand sprints • Bodyweight park workouts 	<ul style="list-style-type: none"> • Weights class • Boxing • Rugby
Endurance	<ul style="list-style-type: none"> • Walking • Cleaning the house • Gardening 	<ul style="list-style-type: none"> • Bike on a wind trainer in front of the TV • Exercise DVD or YouTube class • Home gym e.g. treadmill, rowing machine etc. 	<ul style="list-style-type: none"> • Running • Bush walk • Ocean swimming 	<ul style="list-style-type: none"> • Join a social sports team • Aqua aerobics • Martial arts
Flexibility	<ul style="list-style-type: none"> • Desk stretches • Shoulder rolls • Exaggerate movements 	<ul style="list-style-type: none"> • YouTube stretching routines • Foam rolling • Have a shower or bath to warm up muscles (and then stretch) 	<ul style="list-style-type: none"> • SUP yoga • Athletics • Tennis 	<ul style="list-style-type: none"> • Yoga classes • Gymnastics • Diving classes

Balance	<ul style="list-style-type: none"> • Skate or long board • Dance • Sit on a Swiss ball while studying 	<ul style="list-style-type: none"> • Tai chi • Simple balancing exercises like standing on one leg • Use a wobble board 	<ul style="list-style-type: none"> • Surfing • Skiing • Horse-riding 	<ul style="list-style-type: none"> • Ice skating • Golf • Fencing
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3. Create you weekly exercise plan, and transfer the details to your overall week plan from section one.

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
The exercise I wil do today is							

Helpful Resources:

		 Free Version Available?	 Desktop	 iPhone	 Android
Exercise Association of New Zealand	40-70% subsidised gym memberships		✓		
All Day	Discover your path to all-around fitness with workout challenges, yoga classes, nutrition insights and tips for mind-set	✓		✓	✓
Bodbot	Your own personal trainer, nutritionist and coach	✓	✓	✓	✓
Charity Miles	Move with purpose. Earn money for charity	✓		✓	✓
Daily Yoga	Come to life. Come to yoga	✓		✓	✓
Fit Radio	Music with a purpose	✓		✓	✓
Fitstar Personal Trainer	Inspiring people to live healthier lives	✓	✓	✓	✓
J & J Official 7 Minute Workout	The Workout App that helps you makes every minute count	✓		✓	✓
Sworkit	We have something for everyone	✓	✓	✓	✓
Qinetic	Live streaming fitness from top experts and trainers	✓	✓	✓	



CREATE A BUDGET

Why Do It?

School leavers, and in particular students, are often short on money. If you are studying for a qualification this means that there is even less time available for paid work and it is likely you will need to work part time throughout the year, and/or full time over the breaks to top up your living expenses and gain valuable work experience. Although it is hard for most people to save at all while being a student, it is essential to create a budget to make sure you don't spend too much. A clear and detailed budget forms the basis of being financially savvy, and prepares you to manage your money.

If you are moving straight into the work force, you will now be earning more money than you ever have in the past. If you are still living at home this may also be the period in your life where you will most likely have the fewest living expenses, and so is the perfect time to save. Focus on a goal you have for your savings, whether this is travel, a car, a house or something else. It can be a good idea to print out a picture of your savings goal and put it up where you will see it every day to stay motivated. If you are working full time and heading out of the family home, you need to carefully plan to make sure your wages are more than the money you spend each week. Read on to see how to do this.

How to Do It:

Use the method outlined below to create a simple budget which will allow you to afford all your necessary expenses, and even save a little, depending on your circumstances. Other resources for budget creation and smart spending habits are listed at the end of the section.

Expense	Amount Needed per Week
Debt repayment	
Rent/board/mortgage	
Food & essentials	
Power	
Phone credit	
Any other bills	
Transport	
Spending (entertainment & extras)	
Saving	
Total	

1. Write down all your weekly income after tax in the 'Total' section, i.e. what you see enter your bank account each week.
2. If you have any debt that is accumulating interest such as credit cards or short term loans, make sure you repay as much as possible of this first.
3. Next, record what your weekly rent, board or mortgage is.
4. Food is another essential you need to budget for (see the supermarket shopping section of this guide to see how to eat well without spending a lot of money).
5. Write down the amount spent on bills: TV subscriptions, phone, internet, insurance, power etc.
6. Record your transport costs which could include vehicle running costs or public transport.
7. Next, decide what amount of money you have left over is practical to split between a day to day spending account and a savings account. If you can save even \$20 or \$30 a week this can go to form the basis of an emergency fund or for bigger ticket items or experiences like travel.

8. Look at this budget every time you get paid and transfer the money between accounts – see the bank account organisation section below for tips on the popular ‘envelope’ method of saving.
9. Revise this budget whenever your financial situation changes. For students, your expenses are likely to decrease during study breaks if you are fortunate enough to get free or subsidised food and board at home. If you pick up full time work over these breaks, it’s important to save as much as possible out of these wages for bigger expenses that may crop up throughout the year, falling outside of your weekly budget.

Bank Account Organisation:

It can be hard to stick to a budget if you have one lump sum of money going in and out of a single account as it makes it difficult to visualise how much you have available for upcoming expenses at any one time. A really good way to organizing your bank is to create several sub accounts for each type of expense. This is the online version of the old fashioned envelope technique, where people would put their weekly budget for various items in separate envelope, once the money was gone – that was it.

Account Type	Expense Type
Debt repayment	Transport, food, entertainment and other day to day expenses
Bills Account	Debt repayment, rent, power, internet etc. – anything set up on a direct debit
Savings Account	For bigger ticket items or experiences
Emergency Fund	Aim to build up to have 3-6 months of living costs available for emergencies in this account

Helpful Resources:

		 Free Version Available?	 Desktop	 iPhone	 Android
Your internet banking provider	Most major banks have the ability to create sub-accounts within your main account	✓	✓	✓	✓
BUDGT	Day to day financing application for students and others with small monthly incomes	\$2.88		✓	
CalendarBudget	CalendarBudget the free budgeting software is the easy and free way to organize your money online	✓	✓		
Goodbudget	Save, spend and give toward what's important in life	✓	✓	✓	✓
Money Strands	Easily manage and control all of your personal finances in one place	✓		✓	✓
Pocketsmith	A time machine for your money	✓	✓	✓	✓
Qapital	Banking designed with your goals in mind	✓		✓	✓
Spendee	See where your money goes	✓	✓	✓	✓

Unsplurge	Save money with a frugal and thrifty lifehacker	✓		✓	
Sorted	Create a budget that keeps pace with your lifestyle	✓	✓		



EAT WELL

Why Do It?

As school leavers, there is typically little income even for necessities like food but it is essential for your wellbeing to create healthy, affordable meal plans. Food fuels your body and mind, which helps you to concentrate on creating healthy habits while working hard. Creating a plan for the supermarket shop, and having some affordable meal plans in place will go a long way to keeping you focused and energized throughout the year.

An effective way of mastering healthy eating on a budget is consistency, eating the same or similar meals each day. It takes the temptation of too much choice away, leading to benefits in your health and wallet. Once you become more familiar with meal plans, food costs and making healthy choices, you may want to introduce more variety into your meals.

Sharing meal making duties with your flatmates can save costs, but if you're cooking for one, make double serving sizes and have the leftovers for lunch the next day. Another way to cut costs is by looking at labels; budget products often have the same ingredients as more expensive ones but some cheaper brands will add extra additives and preservatives to food stuffs, so if limiting these are important to you, weigh up whether the price difference is within your budget.

How to Do It:

1. Decide on your weekly meal plan. The example meal plan below is used for demonstrating the shopping list technique. For other meal and snack ideas, see the helpful resources section for a huge variety of affordable recipes. It is often necessary to make 'budget' versions of meals, so when you are looking at recipes for the week decide what expensive items you can leave out which won't affect the final result too much.

Meal Plan Example

	Breakfast	Lunch	Snack	Dinner	Snack
Monday	Porridge with: <ul style="list-style-type: none"> • Wholegrain oats • Shredded coconut • Chopped banana • Sunflower seeds • Water to cover 	Sandwich with: <ul style="list-style-type: none"> • cheese • lettuce • egg • tomato 	Tablespoon of peanut butter & carrot sticks	Nachos	<ul style="list-style-type: none"> • Cup of tea • Yoghurt
Tuesday	Porridge with: <ul style="list-style-type: none"> • Wholegrain oats • Shredded coconut • Chopped banana • Sunflower seeds • Water to cover 	Sandwich with: <ul style="list-style-type: none"> • cheese • lettuce • egg • tomato 	Tablespoon of peanut butter & carrot sticks	Spaghetti Bolognese	<ul style="list-style-type: none"> • Cup of tea • Yoghurt
Wednesday	Porridge with: <ul style="list-style-type: none"> • Wholegrain oats • Shredded coconut • Chopped banana • Sunflower seeds • Water to cover 	Sandwich with: <ul style="list-style-type: none"> • cheese • lettuce • egg • tomato 	Tablespoon of peanut butter & carrot sticks	Baked potatoes & homemade baked beans	<ul style="list-style-type: none"> • Cup of tea • Yoghurt

Thursday	Porridge with: <ul style="list-style-type: none"> • Wholegrain oats • Shredded coconut • Chopped banana • Sunflower seeds • Water to cover 	Sandwich with: <ul style="list-style-type: none"> • cheese • lettuce • egg • tomato 	Tablespoon of peanut butter & carrot sticks	Dahl curry	<ul style="list-style-type: none"> • Cup of tea • Yoghurt
Friday	Porridge with: <ul style="list-style-type: none"> • Wholegrain oats • Shredded coconut • Chopped banana • Sunflower seeds • Water to cover 	Sandwich with: <ul style="list-style-type: none"> • cheese • lettuce • egg • tomato 	Tablespoon of peanut butter & carrot sticks	Slow cooker stew	<ul style="list-style-type: none"> • Cup of tea • Yoghurt
Saturday	Porridge with: <ul style="list-style-type: none"> • Wholegrain oats • Shredded coconut • Chopped banana • Sunflower seeds • Water to cover 	Sandwich with: <ul style="list-style-type: none"> • cheese • lettuce • egg • tomato 	Tablespoon of peanut butter & carrot sticks	Takeaways	<ul style="list-style-type: none"> • Cup of tea • Yoghurt
Sunday	Porridge with: <ul style="list-style-type: none"> • Wholegrain oats • Shredded coconut • Chopped banana • Sunflower seeds • Water to cover 	Leftovers	Tablespoon of peanut butter & carrot sticks	Couscous salad	<ul style="list-style-type: none"> • Cup of tea • Yoghurt

My Meal Plan

	Breakfast	Lunch	Snack	Dinner	Snack
Monday					
Tuesday					
Wednesday					
Thursday					

Friday					
Saturday					
Sunday					

2. Write a master shopping list. This is a list of all your food essentials, along with the items needed for the meals and snacks that stay the same week to week. It's age old advice but it really works, do one big weekly shopping trip - plan your meals beforehand, write a shopping list, and stick to it.

	Example	My Plan
Basics	Cooking oil	
	Butter	
	Salt & pepper	
Breakfast	Wholegrain oats	
	Shredded coconut	
	Bananas	
	Sunflower Seeds	
Lunch	Eggs	
	Lettuce	
	Cheese	
	Tomato	
	Bread	
Snacks	Peanut butter	
	Carrot sticks	
	Peppermint tea	
	Yoghurt	

3. Next, look up the recipes for the changeable meals for the week ahead. You can cut costs by deciding what your meals will be for the week by basing them off leftover ingredients already in the house. In this example, the meals will be based on cooking for four, items are italicised if they are already on the list from a prior meal.

Example	My Plan
Dinner 1: Nachos	Dinner 1
1x onion	
Garlic	
Nacho chips	
2x canned tomatoes	
2x canned mixed beans	
Sour cream	
Cheese	
1x avocado	
1x tomato	
Lemon	
Dinner 2: Spaghetti Bolognese	Dinner 2
1x onion	
<i>Garlic</i>	
500g mince	
Dried oregano	
1x can of tomatoes	
Tomato paste	
Spaghetti	
<i>Cheese</i>	

Dinner 3: Baked Potatoes & Homemade Baked Beans	Dinner 3
8 medium sized potatoes	
1x onion	
<i>Garlic</i>	
2x cans mixed beans	
1x can of tomatoes	
<i>Sour cream</i>	
<i>Cheese</i>	
Dinner 4: Dahl Curry	Dinner 4
1x onion	
<i>Garlic</i>	
Canned lentils x2	
Canned tomatoes x2	
Rice	
Cumin	
Turmeric	
Dinner 5: Slow Cooker Stew	Dinner 5
150g bacon	
600g stewing lamb	
Thyme	
2x onions	
3x carrots	
4x potatoes	
500ml lamb stock	

200g pearl barley	
Leek	
Dinner 6: Couscous Salad	Dinner 6
250g couscous	
Bunch spring onions	
1/2 cup parsley	
1/2 cup mint	
1x avocado	
2x tomatoes	
1x can beetroot	
2x lemons	
Dinner 7: Takeaways	Dinner 7

4. Add any non-food essentials to your master list and hit the shops!

Helpful Resources:

		 Free Version Available?	 Desktop	 iPhone	 Android
Healthy Food Guide	Getting healthy starts here	✓	✓		
Big Oven	Cooking simplified	✓	✓	✓	✓
CookSmarts	Discover the power of a simple home cooked meal	\$6 p/m	✓		
Listonic	Add items super-fast and deal with shopping like never before	✓	✓	✓	✓
Out of Milk	Shopping list app for creating and sharing shopping lists with friends and family	✓			✓
Pepperplate	Finally, some help in the kitchen	✓	✓	✓	✓
Plan to Eat	We make eating at home easier	\$4.95 p/m	✓		
Substitutions	Find a substitute for expensive or rarely used ingredients	\$4.95 p/m		✓	
Supercook	Just add your ingredients and Supercook finds matching recipes from the most popular cooking websites	✓	✓		
Yummly	Search a million recipes and more	✓	✓	✓	✓



STOP PROCRASTINATING

Why Do It?

We are all prone to procrastination, it's pretty normal to want to delay an act that may be boring, difficult or hard to start. However, procrastination makes it difficult to live a healthy, balanced and productive life. To live a full and varied life, time is what is needed most, and an hour spent on Facebook could mean forgoing cooking that healthy dinner you planned and getting takeaways instead. In this example, procrastinating has meant a hit to both your health and wallet, but there are countless other ways procrastination can take its toll. The key to minimising procrastination is understanding that wasting time now cheats yourself out of enjoyment or a benefit at some time in the future.

In this age of technology, social media is probably the biggest distraction and the easiest way to kill time. There are many plug-ins and apps which can block disruptive websites so download some of these helpful tools if you need some self-imposed obstacles in place for accessing social media.


When you focus on one task at a time, it is surprising how quickly and effectively you can get things done. Once you have all your must-do tasks out of the way, reward yourself by spending some time doing the things which would have usually distracted you.

How to Do It:

1. Be flexible: If you find you're not in the zone for one particular activity, change your to-do list order. Move onto something else you had planned for the day, then come back to the original task. This way, you're not wasting time, but doing things in an order that suits you better.
2. Time chunk: Time chunking is one of the best ways to get tasks done, as illustrated by the number of times it is mentioned throughout this quick-guide. Beat procrastination by setting yourself a time limit to focus completely on the task at hand, and then give yourself a small break to re-charge. Use this break to do the things that usually distract you such as checking social media.
3. Remove distractions: Block social media channels, study alone if you are distracted by friends and head to the library. Removing any possible distractions will make them harder to seek out, and in turn, easier to focus on the task at hand.
4. Create the right environment: Creating an environment that fits the task at hand is a great way to beat procrastination. Go to the library to study or the gym to work out if you know you need to, rather than struggling on alone. Being in these task-focused venues surrounded by other people doing the same thing can make it easier for you to get started.

Helpful Tools:

		 Free Version Available?	 Desktop	 iPhone	 Android
Annum	The 'Rule of Three' goal tracker. For ambitious people.	\$2.88		✓	
Delayed Gratification	A quick and easy cure for endless scrolling syndrome				
Focus Writer	Focus Writer is a simple, distraction-free writing environment	✓	✓		
Freedom	Stop being distracted by your laptop	\$2.88	✓	✓	✓
KabanFlow	Learn project management. Simplified.	✓	✓	✓	✓
Noisli	Improve focus and boost productivity with background noise	✓	✓	✓	✓
Pops	Be more productive, make Pops proud.	✓		✓	
Procraster	Stop running. Start doing.	✓		✓	
RescueTime	RescueTime helps you understand your daily habits so you can focus and be more productive	✓	✓	✓	✓

Timewaste Timer	Punish yourself for wasting your life on Facebook	Free to download but ability to put money in your Timewasting Deposit Account			
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STUDY SMART

Why Do It?

If you are heading to tertiary study, whether this is classroom based or an apprenticeship, creating and sticking to a study plan will allow you to get the most out of your qualification in an organised and stress-free way. Keep reading for some amazing tools which will show you that all you need is some forward planning, smart studying techniques and great time management.

Creating a study plan uses similar techniques as the weekly plan section, the main one being time chunking, so you'll be getting really used to this idea by now. Take advantage of any resources your tertiary provider offers such as free workshops and one on one sessions to find study methods or tools to suit you. You can also check out the helpful resources section below for some more ideas.

Study with friends or in small groups if you need the extra motivation and work better with people around you. However, if you are finding this is distracting you, find a place to study where you can be on your own. Your study environment plays a big part in productivity so experiment with where you work most efficiently: in the library, booking a study room, at your flat etc.

How to Do It:

1. Create a master list of all assessments, tests, exams etc. in order of due date for each course that you are enrolled in. You will most likely be given a course outline with a list of assessments and due dates for each paper at the beginning of the semester. Like the weekly plan, you can create a table in Microsoft Word or Excel to keep track of these, and save them to a cloud storage tool such as Dropbox for easy access. Allow plenty of time to complete each assessment in the beginning, but as you progress throughout the year, you will have a better understanding of the study time needed for each assignment type and weighting (percentage of your final grade the assessment is worth). The basic table below could be used as a template.

Paper Code	Paper Name	Assessment Type	Weighting	Time Allowance	Due Date	Start Date	Grade
GEOG211	World Geography	Essay 1000 words	10%	1 week	30th March	23rd March	A

2. In the yearly calendar that you used in the weekly planning section, mark each due date so you know which assignments you need to start in the coming week.
3. Using the weekly plan you created, schedule in subject-specific study in the time slots you blocked off for this. As a general rule of thumb, allow one hour per assessment per day, but adjust this to suit you. If you know there will be a day or two during the week where you won't have time to study, schedule two hours for the day prior or following. If you have extra study time available, this could be used for reading, lecture summaries or subject revision.
4. On the day you have planned to begin your assessment, write a brief assessment-specific study plan. Make sure you don't overload yourself - do a little each day rather than the whole project the night before it's due. However, if you know that you work best under pressure, schedule in fewer days for the completion of each assignment but more hours of study each day.

An example of assignment-specific study plan can be as simple as the following, which is based on a 1000-word essay:

Monday	: Essay plan
Tuesday	: Main point 1 - 250 words
Wednesday	: Main point 2 – 250 words
Thursday	: Main point 3 – 250 words
Friday	: Introduction and conclusion 125 words each
Saturday	: Can't study, busy all day
Sunday	: Proof read, references & submit

This organises your thoughts, and allows you to know exactly what you need to achieve in the study slot you have scheduled for that assignment each day.

5. Carry out your assignment according to your plan, using any other resources your tertiary institution may offer to make sure you get your best results.
6. If you have exams for your qualification, create an exam-focused study plan when it comes to end of semester exams using the method above. Exam techniques can include summarising lectures, creating flash cards, and completing any available past exams or essay plans.

Helpful Tools:

		 Free Version Available?	 Desktop	 iPhone	 Android
Coursera	Take the world's best courses online	✓	✓	✓	✓
Dragon Dictation	Stop typing, and start speaking	✓		✓	
Evernote	Get organized. Work smarter. Remember everything.	✓	✓	✓	✓
Go Conqr	Create, discover and share relevant learning content	✓	✓	✓	✓
Hemingway App	Copy and paste work to highlight writing errors	✓	✓		
Cite This For Me	Free reference generator	✓	✓	✓	✓
Quizlet	Simple tools for learning anything	✓	✓	✓	✓
Timetable	Save your timetable and all tasks from homework to exams	✓			✓
Written Kitten	Generates a cute photo for every 100 words you write	✓	✓		
XMind	The most popular mind mapping tool on the planet	✓	✓	✓	