

DEGREE PROGRAMME CHECKLIST

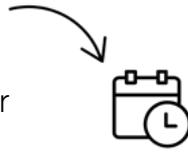
PLAN TO STUDY WELL - THIS CHECKLIST HELPS YOU



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A productive day for me means...

- Fixed times when I get up or go to bed 
- Fixed times for studying, whenever my concentration is highest
- Breaks for food and exercise



Create a **weekly plan** based on this information

Take [active breaks](#) to exercise and relax



...and a good week includes

- Fixed dates (in-person course sessions, online course sessions, study groups, part-time work, studying, hobbies...)
- Shopping 
- House work

 More information on [time management](#)

Features of a productive workspace

- Calm and organised
- No distractions (no phone!)
- All required material available, e.g. computer and pens
- Fresh air 
- Good lighting
- Comfortable chair
- Visible timetable / weekly plan
- Motivating image / quotation
- Functioning technical equipment

Helpful tips

- Take your biorhythm into consideration when creating your weekly plan: are you an early bird or a night owl?



- Introduce a morning and evening ritual in your day. This might be a (joint) breakfast in the morning or a short yoga session in the evening.



- After completing the last learning unit, think about what you will do first the next day.
- Consider where you learn and work most effectively: in the library or at home?
- Allocate time for fun activities and treats and consider this time non-negotiable, in the same way as the time you allocate for study.



If you need further support and would like to talk to someone, don't hesitate to contact the [Central student advisory Office](#) or the [Psychosocial Counselling Service](#).

Structuring your week is important for productive and focused work. But your mental health is just as important for successful learning.

- Attend introductory sessions at the beginning of your programme of study and get to know your peers.
- Consider how you can best travel into university (e.g. by foot, by bike...)
- If you commute into uni, think about how you can use the time you spend in the train or car (e.g. to relax, with an audiobook or a [podcast](#)...)
- Keep in contact with your family and friends. For example, make regular phone calls or take part in digital games or cooking evenings.
- Try to get outside!
Go outside at least once a day and go for a relaxing walk or go running.