DEGREE PROGRAMME CHECKLIST
PLAN TO STUDY WELL - THIS CHECKLIST HELPS YOU

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

...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

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.

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.

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