Here are some tips on how best to spend your self-study time—what to do, how much time to spend on it, and when to do it; and how to break big things (like assignments) into smaller tasks. See the Time Management fact sheet about how to prioritise these tasks when allocating time to your weekly planners.

1. SPEND TIME ONLINE  
(how much time you’ll need to spend will vary depending on the unit)

a. Log into each of your units in MyLO every few days.

b. Read any news announcements for important updates (e.g. change of class venue or time, assessment info, etc) and check the calendar (down the right hand side) for upcoming events and assessment due date reminders.

c. Access the learning materials and activities (lecture recordings, self-study questions and any extra resources such as video clips and articles) in the relevant weeks’ folder and work your way through each resource/activity for that week.

d. Check the assessment folders for any guidelines, resources or important info on any upcoming assessment.

2. PREPARE FOR EVERY LECTURE  
(allow approx. 15mins - 1hr per lecture)

a. Download and/or print off and read the lecture slides (look up any unfamiliar words).

b. Skim through the relevant pages of the textbook or any required readings (check your unit outline or weekly folders in MyLO for the reading list).

c. Make summaries of key points from your lecture material and readings. Consider using additional techniques such as mind or concept maps, drawing pictures and diagrams, and keep these with your lecture notes as these are key revision tools.

d. Re-read over areas that are still not clear and follow up with lecturer/ tutor if need be.

3. REVIEW EVERY LECTURE  
(allow approx. 30mins - 2hrs per lecture)

a. Check your lecture notes are complete (finish any half-finished sentences), and the meaning is clear.

b. Complete any required readings for that week’s topic or refer to your textbook for clarification of any areas of the lecture content that you find difficult (check your unit outline or that week’s folder in MyLO for the reading list.)

4. PREPARE FOR EVERY TUTORIAL/WORKSHOP/ PRACTICAL CLASS  
(allow approx. 1 - 2hrs per class)

a. Read over that weeks’ lecture content.

b. Do any tutorial/ workshop questions (check the study guide/ MyLO/unit outline for the listing of questions) and take along your answers to check if correct or at least think about possible answers even if the questions are not going to be discussed in class.

5. ALLOCATE TIME FOR ASSESSMENT  
(allocation any remaining time of your 10hrs per unit per week towards any upcoming assessment)

a. Write out a step by step list of tasks to work on each assessment item and put these in your assessment planner. Then allocate time for each step on your weekly plan (e.g., 2 hours to do library research for relevant articles).

Check you have allocated at least 10hrs per unit per week to your plan (including your class time). There is always something you can be working on to fully utilise the time you have each week to take some of the pressure off when you have a number of assessment items due.
Why you should:

• access your units regularly in MyLO

Most units taught on campus are supported by an online component in MyLO to supplement the face to face teaching, while most units offered fully online (i.e., by distance) use MyLO as the main way of delivering the unit content and weekly study activities. MyLO is also a key tool for your Unit Co-ordinator to communicate any unit specific information or updates to you. Regularly accessing your units in MyLO is an important part of your learning and self-study regime.

• prepare for lectures

If you familiarise yourself with the lecture slides and skim through the required readings before the lecture you will likely understand more of the lecture content as it is presented, be able to listen in more carefully to areas you are not clear on and concentrate on taking notes that are not covered in the PowerPoint slides, e.g. examples given by lecturer.

• consolidate after lectures

It is important that you review each lecture within one or two days, complete any required readings, and refer to the textbook for further clarification. This will give you the opportunity to identify and address any gaps in your understanding of the content. Summarising the key points of the readings and lecture materials, making concept/mind maps or picture diagrams, or using other such techniques are also important. They will help your overall comprehension and ability to recall the concepts/formulas/theories later on. Gaining a clear understanding of each week’s material before moving on to the next week’s is critical because most units build on the knowledge week by week. If you are unclear about anything be sure to ask your teaching staff for clarification/help as soon as possible. Don’t leave it to just before a mid-semester test or the final exam to figure it out!

• prepare for tutorials/workshops/prac classes

Tutorials, workshops and prac classes are the main way for you to check your understanding of the content through practical exercises and answering of questions. If you do not attempt the questions beforehand and rely on other class mates or the tutor to provide you with the answer’s you will not know whether you are on the right track or not. In an exam situation you won’t be able to rely on others to answer the question for you, so be sure to use this opportunity to test yourself, learn from any incorrect answers and seek further clarification if you are still not sure.

• plan ahead for assessment

In order to manage all aspects of your studies you need to plan ahead and aim to get things done well before the due date as things can affect your studies at the last minute (sickness, accidents, work, etc). Most importantly, the more time you have to do your assignment the more time you have to find appropriate references, develop your ideas, edit and proofread your work and submit a better level of work. If you have a look at your first draft with fresh eyes after a few days you might identify ways to improve your structure, check there is a logical flow to your ideas, pick up any spelling or grammatical mistakes and fix up your formatting.

If you would like further help managing your studies don’t hesitate to get in touch with a Student Adviser. They can provide you with tailored advice for your situation. Go to www.utas.edu.au/students/learning/advisers for their contact details. Otherwise we wish you all the best of success with your studies!