

CHECKLIST PLANNING and HINTS

Tips	I am using already	I will try
I am adding the tasks of my to-do list to my planning		
I am determining (in writing down) fixed hours of starting and stopping my work		
I am ensuring my planning is structured and clear at a glance (e.g. by using colours)		
I do not forget my fixed obligations (hobbies, recurring doctor’s visits...)		
I have added enough spare planning time to help me cope with unexpected tasks/deadlines....		
I am taking enough breaks/relaxation as part of my planning.		
I am planning everything in as concretely as possible (course, chapter y, pages ...)		
I ensure my planning has enough variety (e.g. a difficult course first, then easier; first studying then exercises...)		
I am making a flexible planning and am adjusting it as the need arises.		
I am linking my planning to my term/year calendar		
I am making my planning realistic and achievable (e.g. am not planning difficult course study after a very hectic lesson day)		
I am following my bio-rhythm and am taking into account the moments at which I do my better work versus my less productive moments.		
I ensure I have enough regularity in my planning (e.g. meals at the same time more or less, going to bed at the same time...)		
I plan in gap hours in the day, commuting time as time to explore a text, read through the main items, structure a chapter...		
I ensure I have enough time between studying and sleeping . This will encourage a restful sleep.		
I plan in enough moments of revising when I study a course.		
In the weekend as well, I plan in time to work on school work.		
I regularly evaluate my planning. What does not work? What works? What shall I do differently?		

