

How to make a Study Plan

Making a good study plan is a really important step in the studying process as it helps you stay organised, reduces stress, as well as helping you keep track of what you've done. Check out these 5 tips for making a good study plan.



1. Use a template

Look at the template at the bottom of the page. Copy this out again and fill in all the activities you do each day. This is a time audit template and will help you to think about how you use your time and examine ways to make positive changes. Look closely and honestly at the grid – are there places where you can add time for study and review and still have balance. Try filling the grid again.

2. Start with the things you must do

Fill in all the things you have to do for the week (for example, football training, piano lesson etc). This way you won't feel stressed that you should be studying when you are doing these activities because you have planned for them well in advance.

3. Write down particular tasks where possible

Instead of writing down just a subject's name try to be more specific and give yourself a more defined task (for example, "Do exam questions on Trigonometry" is better than just "Maths"). This will give you focus and allow you to get a sense of achievement when one specific element is reviewed.

4. Avoid getting stressed if you don't get everything done

With teachers adding homework and revision, it's inevitable that you will not always be able to stick to your plan. It's a good idea to leave a few slots free later in the week so that you can use that time to catch up on tasks you missed earlier in the week.

5. Stay focused by practicing past exam questions

It's very common for you to lose focus and get the feeling that nothing is going in. One of the best ways to stay focused is to do active learning by trying some past exam questions after you have completed any topic. Using active learning strategies such as the reflection arrow, 5Ws & 1H, Success Criteria etc. can also help. Always review and reflect – you may need to adapt your plan throughout the year.

Please fill out the following grid honestly to look at your time use

	Monday	Tuesday	Wednesday	Thursday	Friday
3-3:30					
3:30-4					
4-4:30					
4:30-5					
5-5:30					
5:30-6					
6-6:30					
6:30-7					
7-7:30					
7:30-8					
8-8:30					
8:30-9					
9-9:30					
9:30-10					
10-10:30					

	Saturday	Sunday
8-9		
9-10		
10-11		
11-12		
12-1		
1-2		
2-3		
3-4		
4-5		
5-6		
6-7		
7-8		
8-9		
9-10		
10-11		