

## Chapter 7

# Organisation



Being organised is half the battle for being a successful student. Living in a world of complete disorganisation can cause immense stress and tension. Being organised regarding your education can decrease your stress levels when it comes to exams or writing an essay.

Organising your study schedule can help you get the study/personal time balance right. Being organised should be something that you build into your daily routine. By following a few simple steps you can become a more organised individual which will help you become a more organised and successful student.



### Organise your Time

Using a weekly time planner can help you organise your study and personal time. Most colleges will give you a timetable at the start of each semester identifying when you have lectures and tutorials. Use this timetable to identify time slots that you will use for studying and reviewing your notes each week.

Make use of short study times. Fifteen minutes can be ideal for revising lecture notes or looking through note cards. Use time spent on the bus or train to review your notes.

Work out what time of the day suits you best to study. Some people feel fresher working in the morning☀, while others have a preference for working at night🌙. Tailor your study schedule times around this preference, as you need to be fresh and ready to concentrate when you are starting study.

## Organise your Subjects

Make sure that you have a full set of lecture notes for each of your course subjects. Organise your notes by separating them into the individual subjects. Using a colour coding system is a very easy and visual way to separate your notes. Make sure that you have a copy of any extra readings or handouts that were given during class. Having your notes organised will help reduce the stress of exam time.



## Organise your Study Area

The area where you study will have an important impact on how well you learn and how productively your time is being used. You want to create a relaxed, stimulating study area that will facilitate your learning by helping you to stay concentrated.

### Tips for organising your study area

- Choose an area where you won't be easily distracted
- Try having your study area near a window. If the room gets too stuffy you will be more likely to feel tired and unable to concentrate
- Make sure you are comfortable
- You should have a comfortable straight backed chair which is the correct height for your desk and your feet should be on the floor
- Make sure there is good lighting in this area
- Have all your study materials close to you so you won't have to be getting up from desk constantly.
- Have a notice board above your study area with your "to-do list" and study timetable in view.

### Organising your Study Schedule

Set yourself study periods → Set yourself achievable time blocks to study. Try not to make time blocks longer than 60 minutes without taking a short break. It is better to study for shorter more intense periods of time than to study for long periods. If you study for long periods without taking a break your brain will become tired and unable to absorb information effectively.

Set yourself study goals → Setting yourself achievable goals can help motivate and keep you focused when you are studying. Have your study goals and a reward for completing the goal set out before you begin studying. A reward could be something as simple as 15 minutes of television. Some examples of goals could be:

1. I will read through and summarise chapters 1 and 2
2. I will work through and learn 5 equations
3. I will review my lecture notes from week 5 and 6

Study goals are a great way of working through your revision at a good pace. They are also a great way of helping you get that study/personal time balance.

Higher illumination levels have been consistently shown to improve performance on visual tasks.  
(Heschong & Kneacht, 2002)



**Golden Rule** →

**Do not study in bed!**

Our brain is trained to behave in a certain way depending on the environment we are currently in. When we are in bed, our brain is telling our body to start winding down in order for us to sleep. Due to this the study that you do in bed will be mostly ineffective.

**Here is a quick check list of items you may need to gather before you start studying:**

Timetables  
Textbook  
Lecture notes  
Pens, pencils, rubber, topper, ruler, tip-ex  
Highlighters  
Calculator  
Dividers, files  
Post it notes  
A4 pad  
Drink/snack

## **Timetables**

Timetables are a great way to help you get organised. They are a great method of organising your study time as it is much easier to stick to a well laid out study plan rather than just working off the cuff.

### **Benefits of timetabling**

- **You have a well laid out plan to follow**
- **They help you keep on track with where you are in your study i.e. what you have covered and what you have left to cover**
- **A timetable can help motivate you. If you use your timetable to plan out both your study and personal time, you can visualize the reward of having personal time once you have completed the block of study.**
- **They are a great time keeping aid if you constantly forget where you are meant to be at a certain time**
- **They are a very flexible method of keeping you focused and on track**
- **You can create an assignment timetable to keep track of due dates for assignments**
- **Here are a few examples of some timetables you can use to organise yourself.**

## Study Skills Manual

### Weekly Timetable

Time	9 - 12	12 - 1	1 - 2	2 - 4	4 - 5	5 - 6	6 - 8	8 - 10
Mon								
Tues								
Wed								
Thurs								
Fri								
Sat								
Sun								

**Assignment Timetable**

This timetable can be used to organise your assignments. The due date section will help you prioritise which assignments need to be done first.

<b>DONE</b>					
<b>DUE DATE</b>					
<b>WEEK</b> —					
<b>WEEK</b> —					
<b>WEEK</b> —					
<b><u>ASSIGNMENT</u></b>					

## Study Skills Manual

### Weekly Revision Timetable

Use this timetable to plan out your weekly revision. Use the exam paper section to keep track of which past exams papers you have revised.

<b>Days</b>	<b><u>Morning</u></b>	<b><u>Afternoon</u></b>	<b><u>Evening</u></b>	<b><u>Exam paper</u></b>
<b><u>Monday</u></b>				
<b><u>Tuesday</u></b>				
<b><u>Wednesday</u></b>				
<b><u>Thursday</u></b>				
<b><u>Friday</u></b>				
<b><u>Saturday</u></b>				
<b><u>Sunday</u></b>				

**Thesis Timetable**

Use this timetable strategically to plan a time frame for your thesis completion

<b>Week Beginning →</b>				
<b>Monday</b>				
<b>Tuesday</b>				
<b>Wednesday</b>				
<b>Thursday</b>				
<b>Friday</b>				
<b>Saturday</b>				
<b>Sunday</b>				



## Study Skills Manual

### Second Level – School Term

	Mon	Tues	Wed	Thurs	Frid	Sat	Sun
8-9am	<b>School</b>					<b>Study</b>	<b>Day off</b>
9-10am							
10-11am							
11-12am							
12-1pm						<b>Band Practice</b>	
1-2pm	<b>Lunch</b>	<b>Lunch</b>	<b>Lunch</b>	<b>Lunch</b>	<b>Lunch</b>		
2-3pm	<b>School</b>					<b>Shopping</b>	
3-4pm							
4-5pm	<b>Band Practice</b>		<b>Football</b>				
5-6pm							
6-7pm	<b>Dinner</b>	<b>Dinner</b>	<b>Dinner</b>	<b>Dinner</b>	<b>Dinner</b>	<b>Dinner</b>	
7-8pm	<b>Study</b>				<b>Study</b>	<b>Meeting Friends</b>	
8-9pm							
9-10pm							
10-11pm							
11-12midnight							

## Study Skills Manual

### Second Level – Holidays

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun			
8-9am							Day off			
9-10am	Study	Dance Practice	Study	Study	Leisure Time	Study				
10-11am										
11-12am										
12-1pm										
1-2pm	Lunch	Lunch	Lunch	Lunch	Lunch					
2-3pm	Leisure Time				Study	Shopping				
3-4pm					Leisure Time			Leisure Time	Leisure Time	Leisure Time
4-5pm										
5-6pm										
6-7pm	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner				
7-8pm	Study Group	Study		Study Group	Dance Practice	Meeting Friends				
8-9pm										
9-10pm										
10-11pm										
11-12midnight										

## Study Skills Manual

### Further Education and Third Level

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
8-9am		Gym	Travel	Gym	Travel	Work	Study
9-10am	Travel	Study	Lectures	Lectures	Lectures		
10-11am	Lectures						
11-12am	Lectures						
12-1pm							
1-2pm	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
2-3pm	Lectures	Lectures	Lectures	Lectures	Study	Work	Work
3-4pm							
4-5pm							
5-6pm	Travel	Travel	Travel	Travel			
6-7pm	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner
7-8pm	Football	Leisure	Leisure	Football	Work	Meet up with friends	Work
8-9pm		Study	Study	Study			
9-10pm	Study						
10-11pm	Study						
11-12midnight							