

Help with

# PLANNING

Creating a schedule is not easy. It takes practice (how much time do I spend for class A? for class B? ...) and especially self-reflection. But the more you do it, the smoother the preparation of a schedule will be. There are also different ways to make a schedule. Practice and find out which way (or ways) suits you best.

## Why planning?



- You **avoid** unnecessary **stress**
- You learn to **evaluate yourself realistically**
- You have **an overview**
- You **won't be** in a **rush**
- You **find** a **balance**
- You discover that there's **not only study time**, but also plenty of **free time**

## Useful tips when making a planning

On the **back** of the **flyer** you can find a number **useful tips**, which can **help you** in **making a schedule**



## Relevant websites

- [www.vub.be/en/academic-calendar](http://www.vub.be/en/academic-calendar)

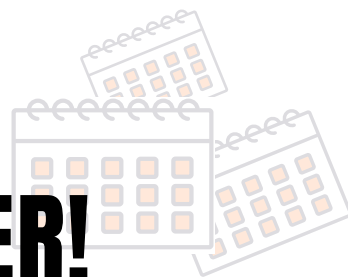
## SOS planning: contact the Study Guidance

- **MAIL:** [guidance@vub.be](mailto:guidance@vub.be)
- **TEL:** 02 629 23 06
- **WEB:** [student.vub.be/en/study-guidance](http://student.vub.be/en/study-guidance)



*Make a planning...*

# PUT THE PUZZLE TOGETHER!



## **WEEK PLANNING:** Start from what you know!

- Your class hours (HOC, WPO & PRA)
- Your other obligations (e.g. *sport activities, student job, transportation time, dental appointment, family obligations, ...*)



## **SEMESTER PLANNING:** subjects' inventory

- What: papers, tasks, projects, interim evaluations
- Deadlines, agreements with fellow students, necessary study time



## **EXAM PLANNING:**

- 'Blok' (class-free) weeks
- Exam weeks and timetable



## **YEAR PLANNING:**

- Annual course units with annual assignments
- Bachelor or Master thesis
- Deadlines, appointments with your promoter, intermediate steps



**Self-reflection:** regularly evaluate your planning and adjust it where necessary

Realistic?

Sustained?

Achievable?

Satisfied?