

STICK TO A ROUTINE

Keeping routine is an important skill in higher education: How do you deal with the freedom? How do you plan your time useful and efficient? How do you keep the routine in studying? ... A concrete and clear plan is therefore a must! With the **tips** and **tricks** below, we will help you getting started.



SCHEDULE YOUR LESSONS

- Check your timetable. If classes are canceled, use that time for tasks/papers/...
- Follow your schedule, don't postpone lessons even when a lesson recording is available. This way you won't run out of time later.



SCHEDULE MANDATORY ACTIONS

- Breakfast / lunch / dinner
- Commute time, household chores
- (Student)job



SCHEDULE MOMENTS FOR STUDYING

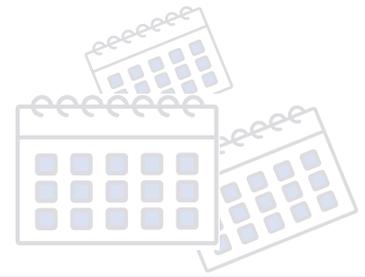
- Try to start your day at the same time.
Know and respect your biorhythm: do not start studying at 7.30 am if you are an evening student
- Plan realistically.
Consider for each course unit how much you can process in a certain time span.
- Make sure there is variation in your study activities.
Alternate between in depth studying with making exercises.



SCHEDULE MOMENTS FOR RELAXATION

- Schedule breaks.
A short break after every hour and a longer break after, for example, three hours of study.
- Stay healthy and move.
Go for a walk in the open air, follow an online yoga session, clean your apartment, ...
- Maintain social contact.
Grab a coffee after class, work out together,...

Tips & Tricks



PLANNING WITH STUDY GUIDANCE



Create a distraction-free study space.

Don't study in front of the TV or in your younger brother's/sisters bedroom. Use the VUB study spaces or a study space nearby.



Make arrangements with housemates.

Align schedules so you can work together and take a break together.



Create your schedule on paper, to make everything visually clear.



Share your schedule with family, friends and fellow students.

You can always use extra encouragement during busy periods.



Set priorities

	IMPORTANT	NOT IMPORTANT
URGENT	Do it now.	Do it at the end of the day.
NOT URGENT	Plan ahead and schedule a time to do it.	You can postpone it until a more calm moment.



Take time to make a schedule

Take a look at what you have been able to do in the past week and draw up your new schedule based on this. Always do this at the same time (eg Sunday evening).



Set up your schedule flexibly.

It is an uncertain period in which things can change quickly. Schedule some hours of 'reserve time' to deal with lost moments.

Evaluate your schedule every week and adjust where necessary.

Realistic?

Sustained?

Necessary adjustments?

Achievable?

Satisfied?