

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

<https://www.vub.be/en/about-vub/key-data-vub/academic-calendar>

Want to learn more? Check **Canvas**:



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?