# Planning your Studies Transcript

Planning is probably one of the

most important transferable

skills that you can possess.

Whether you want to plan your day

or you want to plan the structure

of messy things that you need

to do are essentially the same.

I'm sure you already do a lot of

planning in your everyday life,

so let me show you how you can transfer

what you already know to your studies.

There are a number of questions

that you should answer to come

up with a really good plan.

The first thing that you need

to do is calculate as best as

possible the time and effort

it takes to complete the task.

That means you need to

answer the question what

do I need to do and how long will it

take me? You then want to think

about ways to approach the task,

so you will need to answer the

question how do I want to do this?

Next, you need to think about

the resources that you need.

So what do I need to complete this task?

Following that,

you probably want to develop a plan.

A plan that includes all

the tasks and subtasks,

milestones and deadlines.

So the question you want to

answer is what steps do I need

to take to complete this task?

And at the

end you will want to answer the question,

how will I know that I

have completed my task?

As you can already see,

making lists can be a really helpful thing,

so this is the general idea around planning.

Let me show you how you can actually

do that at University.

Let me give you an example.

So you want to prepare for an exam?

You first want to think about

what do I need to do?

So what you can do is write a list

of everything that you need to do.

It doesn't have to be in any

particular order, so for example,

have you checked the place, the date,

the time of the exam?

and you put it in your diary,

do you know what topics you need to revise?

Do you know whether the exam is open

book or were the materials not allowed?

Do you know where your notes are?

Have you organised your notes?

Do you know whether you need

any additional books or papers?

Do you know when to go to the library?

Do you know whether you need

to read additional material?

Do you know whether you need

to make new notes?

Have you got any previous exam questions?

Maybe you can even sit a

mock exam and try to get used

to the format of the exam.

Then make a plan of what you want

to revise, when, and for how long.

You then want to think about how

do I want to prepare for the exam.

Do I want to do it as a study group?

Or do I want to do it on my own?

You know how you learn best

What do I need to complete the vision?

So do you have your notes?

Do you have the books that you need?

Have you got any past papers?

And also how much time

have you got available?

Now you can make a more detailed

plan, put into your diary what you

want to do, when you want to do it.

Be specific, set yourself targets,

but you need to be realistic and

also don't forget to reward yourself

for things that you have done.

How will I know that my task is complete?

This is where your lists come in handy.

Again, the wonderful thing about the

list is you can take things off and it's

a very satisfying feeling to do that.

It gives you a great sense of accomplishment.

Good planning will give you

the best chance to succeed.

Now let's have a look at some exercises.