# Staying on track in semester 2

## In your face
Carry a diary and write in all deadlines as you get them. Transfer them to a wall planner or term planner grid, along with other significant dates such as extra workshops, exams, birthdays, social events. Put it somewhere visible and keep adding to it. You will instantly spot your busy times and can plan for them.

## Organisation.com
Choose a simple system, e.g., box file, brightly coloured plastic folder, for each unit and use it for lectures notes, reading notes, assignment resources, summaries, prac books and field notes. Keep on top of referencing by including the author, year, page number title, journal name/publisher as you make notes from books, journals and other resources.

## Now versus later
Work out what really needs to be done now and what can be left to later. It is often better to spend time thinking about what you have just read than move onto another reading. Have a plan for the times when you can’t get going. Break down large tasks into small targets. Make a list and start with the easy tasks, or the topic you know most about in an essay to get underway. Don’t wait until you have read it all before you start writing, begin the first draft and fill in the gaps later.

## Motivation plus
Plan something to look forward to when you finish a study session or piece of work (long phone call, the gym, chocolate etc.). Set goals for the week/semester/year. Keep your ultimate goal in mind.

## Best for you
Know yourself. Think about when you study best, early morning, afternoon, evening. Try to keep times when you are less academically focused for other activities, e.g., paid work, fitness, socializing. Don’t let emails, texts or bored friends eat up your best study time. Mute the phone, close the email and decide a time to tell your friends and family that you are free.

## News stand
Regularly check your UNE email, blackboard announcements and discussion boards, and notice boards in your labs and lecture theatres. If you are uncertain about anything – ask people who know, e.g., lecturers, demonstrators, student centre staff, college staff, First Year Advisor. Use AskUNE.

## The unexpected
Expect the unexpected. Printer cartridges always run out before your deadline, cars break down when you are running late. Build ‘emergency time’ into your study schedule; if you don’t need it, it’s extra time for you.

## The balance
Have a life. You should not need to study 24/7, and if you try to you will resent your study time and probably make yourself ill. Plan the times you are going to study and the times you’re not. Keep time for fun, friends, family, fitness...and sleep.

## Tools of the trade
- [http://www.dlsweb.rmit.edu.au/lsu/content/1_SudySkills/07timemgmt.htm](http://www.dlsweb.rmit.edu.au/lsu/content/1_SudySkills/07timemgmt.htm)
- www.une.edu.au/aso

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