



# 2019 ACADEMIC PLANNER SEMESTER 1

	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN							
<b>JANUARY</b>		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31										
<b>FEBRUARY</b>					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28										
<b>MARCH</b>					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							
<b>APRIL</b>	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30												
<b>MAY</b>			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31									
<b>JUNE</b>					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30								



Use this planner to organise your time and create key milestones for your tasks each semester: revision, exams, presentations, pracs and key activities

- For writing tasks: start by adding your submission date for assessment tasks (note word count and percentage value) then, working backwards from that date, shade the time you think you need to complete each phase of the task: Submission Date ← Final Edit ← Write ← Plan ← Research, Read and Note ← Initial Brainstorm
- Search 'academic skills unimelb planner' in YouTube for more tips on using a planner



### Top tips for success

- Form a study group, meet regularly
- Visit our libraries and find your preferred study space
- Study in intensive bursts of 1-2 hours
- Have measurable study targets (e.g. write 300 words in 2 hr session)
- Take regular breaks to maximise productivity
- Plan a healthy balance of study and life: relax and recharge as well as study
- Organise your physical and e-files
- Be a selective reader – focus on relevant readings
- Improve your referencing – go to the Re:cite website
- Set aside time to preview lecture slides and notes



### Your tools for success

- Academic Key Dates:  
[students.unimelb.edu.au/admin/enrolment/dates](https://students.unimelb.edu.au/admin/enrolment/dates)
- Study strategies, writing skills and presenting:  
[services.unimelb.edu.au/academicskills](https://services.unimelb.edu.au/academicskills)
- Research and referencing:  
[library.unimelb.edu.au](https://library.unimelb.edu.au)



# 2019 ACADEMIC PLANNER

## SEMESTER 2

	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN							
JULY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31											
AUGUST				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31								
SEPTEMBER							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29							
OCTOBER	30	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31										
NOVEMBER					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1							
DECEMBER	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31												



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