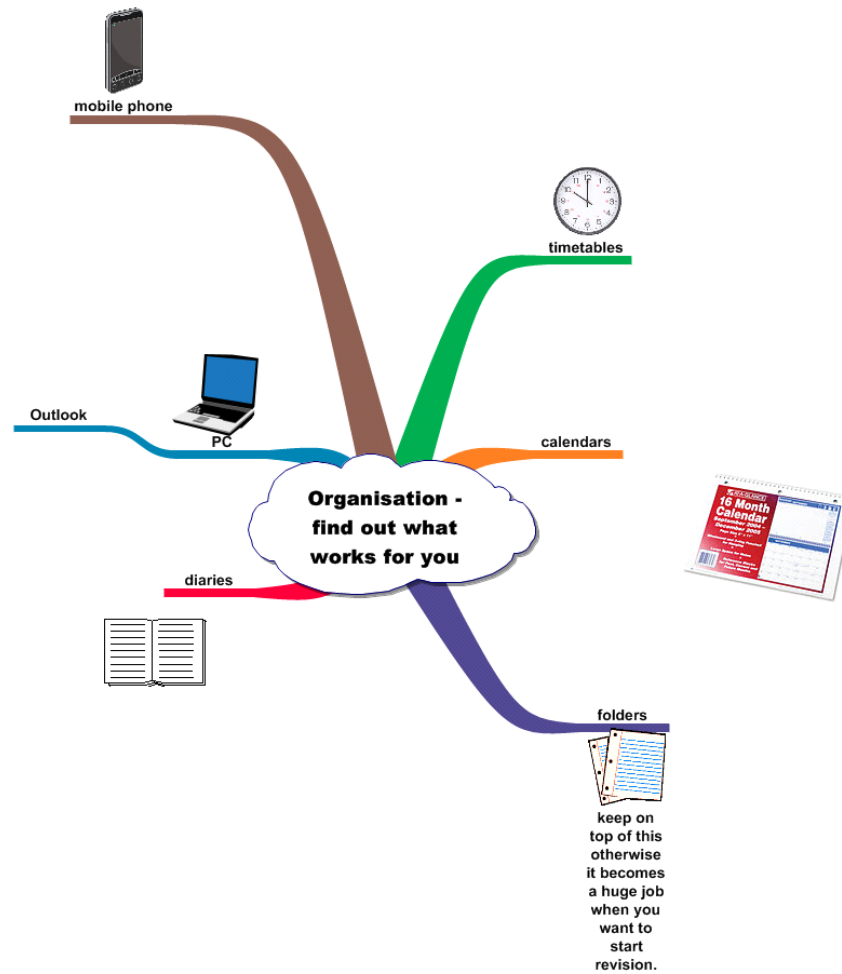
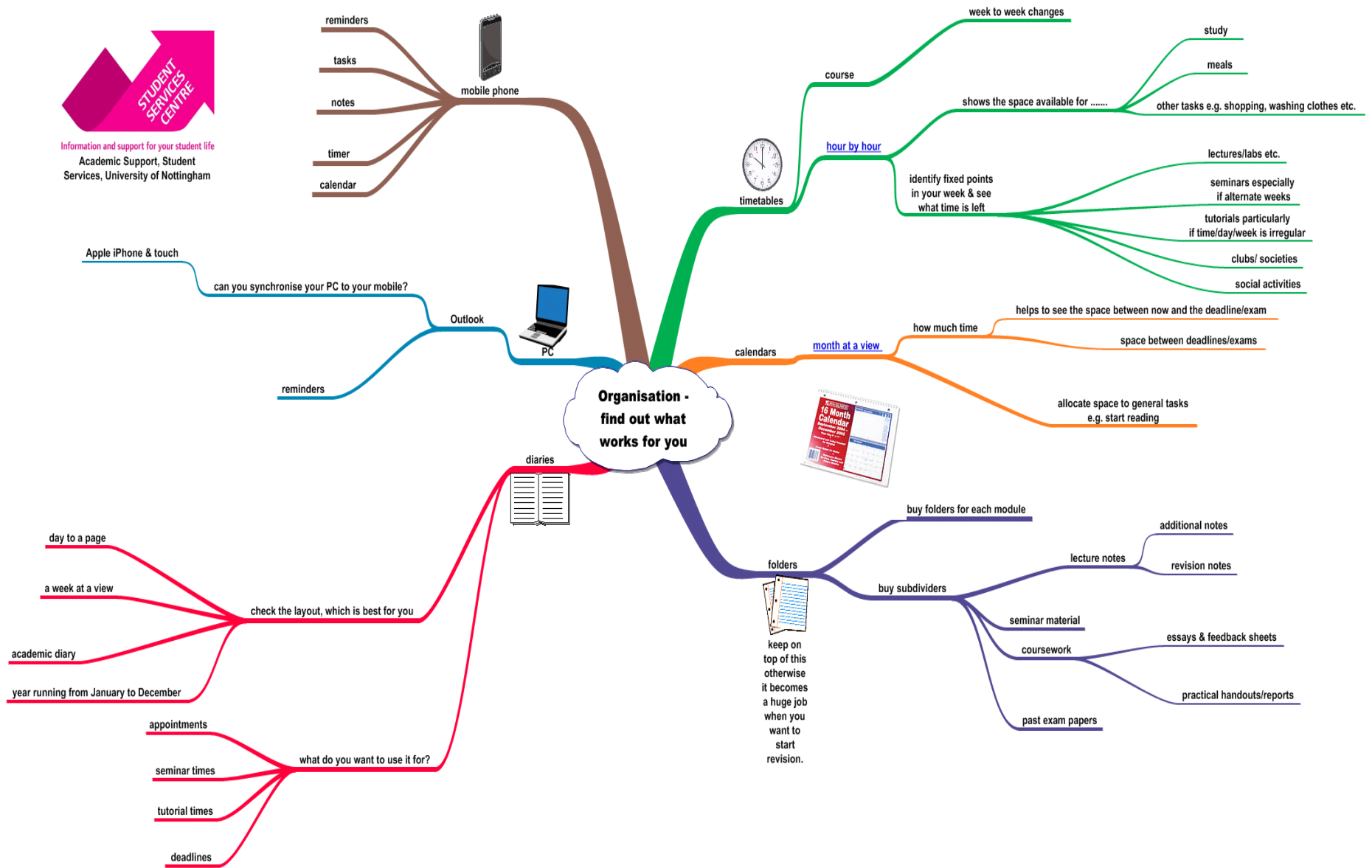


Organisation – a mind-map overview of useful strategies and notes on how to use them





Information and support for your student life
Academic Support, Student Services, University of Nottingham



Organisation

Find out what works for you

I. calendars

- A. [month at a view](#) – why not download a suitable calendar from MyFreeCalendarMaker.com? Look out for free poster calendars at the start of each new Academic Year
- 1. how much time** – look at how much time is available by noting important dates and deadlines
 - a. helps to see the space between now and the deadline/exam**
 - b. space between deadlines/exams**
 - 2. allocate space to general tasks** – make sure to remember regular/ongoing tasks and preparation activities
 - e.g. start reading**

II. diaries

- A. **check the layout, which is best for you** - Remember when you write information into a diary, you may still want to keep track of the order of activities. Will your diary allow you to keep things in time order?

9am, 12pm, 3pm

- 1. day to a page**
- 2. a week at a view**
- 3. academic diary**
- 4. year running from January to December**

II. diaries (continued)

B. what do you want to use it for?

- 1. appointments**
- 2. seminar times**
- 3. tutorial times**
- 4. deadlines**

III. PC/Mac – check what your computer provides in terms of calendars and organisational tools

A. Outlook

1. can you synchronise your PC to your mobile?

a. Apple iPhone & touch – or other smart phone systems

2. reminders – Outlook can set alarms and reminders for both appointments and tasks which you can use as a to-do list when working on your computer

IV. Folders - keep on top of this otherwise it becomes a huge job when you want to start revision

You can use folders or notebooks to store a variety of written materials but do think about how you will store paper-based materials such as handouts and printed journal articles

A. buy folders for each module – think about what sort of folder is suitable and how easily you can add to it. Would a sub-divided project notebook be more suitable for you to keep everything in one place?

B. buy subdividers – if you need them: remember that some study folders come with dividers already provided.

1. lecture notes

a. additional notes

b. revision notes

IV. Folders (continued)

2. seminar material

3. coursework

a. essays & feedback sheets

b. practical handouts/reports

4. **past exam papers** – check for past papers, sample questions or problem sheets on Moodle within each module, or Past Exam Papers via the Library Tab on the Student Portal. Advice on using Past Exam Papers for revision is available in our Revision and Examinations Handbook.

V. timetables

A. course

1. **week to week changes** – think about how you will keep on top of regular/fortnightly changes to your usual timetabled classes and activities, including locations

- B. **hour by hour** - you can add details of your regular timetable and then photocopy the blank weekly timetable to help you produce a plan for the week ahead. Think about your 'committed time' and your 'necessary time'.

1. shows the space available for

- a. **study** – lectures, seminars, labs, placement shifts etc will be committed time, but you may also have other commitments such as (part-time) work or family commitments. Do remember that at specific points in the year (e.g. exams) you may need to carefully review your non-study commitments and activities.
- b. **meals** – necessary time will also include **sleep**
- c. **other tasks e.g. shopping, washing clothes etc.** – necessary time

V. timetables (continued)

2. identify fixed points in your week & see what time is left

- a. seminars especially if alternate weeks**
- b. tutorials particularly if time/day/week is irregular**
- c. lectures/labs etc.**
- d. clubs/ societies**
- e. social activities**

VI. mobile phone – your mobile phone can be very helpful (but do remember to turn it off or onto silent/vibrate when and where appropriate). Most phones offer the facility to set alarms for reminders and tasks connected to your mobile phone calendar. Remember you may be able to synchronise Outlook to your phone.

A. reminders

B. tasks – some will offer a 'to-do' list facility.

C. notes

D. timer – can be useful for practising exam papers

E. calendar