

Transcript

Title: Weekly Schedule by Student Success Coaches

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Year: 2022

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In this video, we'll have a look at the weekly scheduling tool. This is a table in word which allows you to get an overview of your week at a glance. This resource is a table, so it allows you to add information into each of these cells. And by doing that, you can see how you're spending your time in the coming week.

So this table is broken down into the times of day. So we start at 7AM we go through to 10PM, which is actually 10 to 10.30 because each of these blocks represents a half hour in your day. So this is the 7 to 7.30 block. Then that's 7.30 to 8 Because this is word you can change this. So if you start your day earlier, you can go through and just update all of those times. Um, so depending on how you would like to set your day, I know not everyone has the same sort of time during the day. So feel free to update that to suit you.

Um, so we have our Time column on the left, and then we have a column for each of the days of the week. Something that I think can be really helpful is to keep this document the template document as a blank template, and any time you want to start a new week, save as and then rename the document as a new week. That way, you've always got a blank template that you can draw from without having to go through and delete information. Another thing, though, is if you do have certain things that are at the same time every week, then you could create a template for yourself that recognise that. But keeping that blank template can be really helpful.

So what I recommend, um, as a starting point is to go through and block out those things that are the bigger pieces of the week or the bigger, um, time blocks during your week. For example, this can be attending class. Um, any study time that you have allocated that you already know about, um, your job, those sorts of those sorts of responsibilities, as well as family commitments, community responsibilities, etcetera, um, and then what you do is go through and fill in some of those smaller things that still take up your time but sometimes get left out when we're planning our week. So what we hope to have then is blocks of time where you you know, that you're going to be active for the week. But then seeing those times where maybe there's a little opportunity to do some study. So where are those blank periods or those periods where you might be able to have an hour or two here or there where you can do that extra study? So planning this upfront gives you the ability to plan out your week and to ascertain whether there is enough time during the week to get everything done.

So, for this example, we'll um, we'll use an example student who attends class Monday, Tuesday and Thursday from 8.30 to 3.30 and also has a part time job. So to start with, what I would say is, let's just put in all of the class time so we'll start at 8.30 Monday, and then what I'm going to do here is highlight the word class and then I'm going to use a keyboard shortcut. So what I want to do here is copy it, um, so either I can copy by right clicking and going copy. Or I can also use a keyboard

shortcut, which is control C or command C. If you're using a Mac and then what I'd like to do is just paste it in. So the keyboard shortcut for that is control V V for Victor or Command V on a Mac. So I can just go through each of those cells using the Arrow key, just going down and clicking Control V until those times are filled in. So I'm going to go down to the three o'clock block because that's our 3.30 So 3 to 3.30 Speaker 0: So this student has class from 8.30 to 3.30. I can repeat the same thing in Tuesday, but another shortcut that you can use is to highlight so grab the mouse left, click and drag for all of the class um, entries that you have again Click control C or you could right click control and click Copy. And then what you do is go into the 8.30 Tuesday cell and then just clicking that shortcut. Control V again, and you can see how that's just filled that in all the way, and we can repeat that for Thursday as well.

Okay, so, um, with the student, we're also going to look at work shifts. So they have, um let's say they have a work shift from 10am. Speaker 0: On a Saturday. Again. We're just going to highlight this. Copy it, and we'll just go through and then they work until two o'clock. So they have that shift on Saturday, and then maybe they have a nine o'clock till 12 o'clock shift. Um, on the Sunday. Okay. So you're starting to see now how we have things blocked out in the week. Something else that's really important is to put in any other obligations or plans that you might have. So let's say you've got plans to go out on the Saturday night. So, um, dinner with friends. Um, and you can again copy, and we're going to just paste that through, um, and it doesn't if the plans ended 11. You don't necessarily need to have everything planned out. The intention with this is to try and find those opportunities for study. So unless you like to study really late, then you would change these times to reflect that. But if not, you don't have to have every every minute of the day. Just the ones that you would use for study potentially.

Um okay, so this student has, um you know, we've blocked out some dinner with friends, and then there might be some sports obligations as well. So let's say, um, that there's, you know, um so sport practice, for example, on the Saturday afternoon, Um, so there's 90 minutes sport practice. So putting those things in allows you to create that shape of your week and where there might be opportunities for study. Um, so what we're starting to see now is we have Monday, Tuesday, Thursday, they have activities, and then the weekend has a few plans as well. And this is where we can start to fill in some of those other tasks.

So travel time is a really important one. Often, students do have quite a drive or a public transport commute to class, so that is an important one to put in there as well. So, for example, this student might need an hour to get to class. So we'll put that time in here. Um, so put that in here, here and here. Then there's the decision about what to do after class. Uh, it can be helpful if you do have an opportunity after class to maybe stick around campus or spend that time after an online class doing some extra study. Um, just while you're in that study mindset. So let's just put in another hour here the study. But on this day, the student's not able to stick around so they might just go straight home again.

Um, you know if there's plans such as a work shift. So this is where you could put that in here? Yeah. Mm. Okay. And let's say that it's a three hour shift so you can see there that Thursday is now starting to fill up. But we're looking for those opportunities for where study can fit in. So Wednesday in this example, might be a good opportunity to get some study done in a large block. Um, same with Friday. But then, if there are other things that you have on Friday and Wednesday, for example, then it's looking at those other opportunities. Maybe it's when you come home from work on Sunday, um, or when you come home from uni. Then you find that time in the evening. So other things that can go in there that are really important is spending that time at home, you know, preparing meals,

spending time with family or housemates. Um, those sorts of things that are important to us and that they do take time.

So let's say, using Monday as an example, travelled home from uni, we're just gonna just settle in. You know, it's not sort of necessarily easy to just come in the door and then hit the books again. So taking that time to settle in and rest after after class Um, uh, so you could say settle in or you could say, prep for dinner, um, and then having dinner? Um, you know, those sorts of things that you that you have in your evening and then making that decision, that okay, at 7.30 that's when I'm going to sit down at my desk, and I'm going to put in a couple of hours of study so we won't fill in the whole week. The intention with this activity is just just to show you where you start to fill in those time blocks for your week.

And then one last thing that I want to show you that can be quite helpful is colour coding each of these blocks or each of these themes. So, for example, um, having your class, um, your class be one colour. So to do that, um, you highlight each of the, um each of the blocks that are for class, and you can come up here to the little paint can click the down arrow and pick the colour. So let's say we want to do green for this one. Um, so you can see how now that whole section is green. Uh, and we can repeat this for the other class blocks, so because it was already green, you can see that the little line there is green, and we'll do this one last thing here. Okay, so now classes blocked out.

Another thing that would be a good category to choose is work so again will come up to the paintbrush and we'll go drop down. And let's say blue is for work. So again, we'll highlight those cells and we're going to click for blue for work. Um, next up, let's say that study is another colour. And this is a really good one to do, because studies, you know, we're trying to find those opportunities for study here. So, um, having that has its own colour is also a really good idea. Um, so let's make this an orangey yellow colour. Okay? Whoops. That's gonna, uh, study yellow. Um, so there you go.

So, being able to colour code, it means you can see at a glance what you've got coming up, so we can already see that we have 1,2,3, 4 hours of study here. And then I encourage you to go through and find how that can work in the rest of your week. Um, you're also able to colour code. You know, those sorts of incidental chores that you might have. Um, So let's pick this orange colour. Um, and that could be your chores colour, for example, Um, and so on and so on. It's up to you.

How you would like to use this? I do also have this tool available as an excel spreadsheet. So if you're comfortable using Excel will just take a quick look at that. So you can see here how this is very similar to the word version of this tool. Um, we have a few differences here, so because this is an Excel document, we don't need to worry about the size of the page. So, for example, with word, it's all contained on the one page, which makes it easier if you want to print things out.

But if you'd like some flexibility with space, for example, changing the times, um, then the Excel version is really handy for that, Um, we also can put the date up the top. So that's another added feature. And then we've also got this here, which is about looking at those top priorities for your day. So just a few extra little features that can be handy. Another helpful thing with the Excel spreadsheet is that it allows you to do certain things automatically. So let's just have a look here and because Excel is trying to guess what it thinks you want it to do if you need to add extra days, what you can do is click and drag down for these two cells and see there's a little square at the bottom right corner. If you drag that across. You can see that it guesses those next days for you, so it's really easy to add that in.

And that's the same with time as well. So let's just say that you wanted to add in more time. You just grab this, Um, and you can drag that down. Um, if you want to go in half hour blocks, I suggest grabbing the two blocks there because that makes it easier for Excel to guess what it thinks you wanted to do. And you can see there we drag it down. We now have 11.30 and 12 o'clock. So just those little features in Excel make this helpful as well.

This resource demonstration has been presented to you by the Student Success Coach team to learn more about this service and the support provided by the team, please visit our Web page at swi.nu/ssc You can also find the name and contact details for your coach, as well as access other helpful resources to help you succeed in your studies

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