

A Flexible Time Management Tool



The planner includes space for listing daily commitments, making notes for each month, and a time line to show how different tasks may overlap. There are also large working spaces that may be used for project planning, pattern notes on your modules, or revision planning.

There are numerous ways to use the planner, depending on your preferred way of working:

- Carry it with you like a diary
- Fold it up so only the current month shows
- Flip it open to see the time line
- Open it out as a wall planner for the whole year

LearnHigher CETL: Developing Effective Study Resources

LearnHigher is the largest Centre for Excellence in Teaching and Learning with a network of 16 partner universities. We are committed to improving student learning by researching, evaluating, and producing effective Learning Development resources.

The Year Planner Project combines time management research from the University of Reading, experience in visual practices from the University of Brighton and expertise from design company, Chalet Alpin



to produce a **flexible time management tool specifically designed for university students.**

“Like a noticeboard in your bag” - Feedback

A 6 month pilot of 500 planners was carried out at the University of Reading in 2007:

- 92% of respondents said the planners helped their time management.
- 41% of respondents were still using the planners at the end of the academic year.

Feedback comments include:

“They are a lot more functional than the garish wall planners I always get at Freshers’ week.”

“I don’t know what I would have done without mine – I’d be totally lost.”

“The planner is great for revision planning – I could see all of my modules and exams on one sheet.”

In 2008-09:

- The **University of Reading** funded planners for all 10,000 undergraduates.
- The **University of Brighton** gave planners to all 7,500 First Years.
- **Liverpool Hope University** supplied planners to all 3,000 Part 2 students.

Nottingham Trent University, the University of Plymouth, and Manchester Metropolitan University are also piloting the planners.

LearnHigher Top Tips

The planner also includes panels with top tips developed by each of the 16 LearnHigher learning areas (including academic writing, referencing, group work, and critical thinking) to help students get ahead with their studies.

The top tips are a “taster” of the **freely adaptable, peer-reviewed, effective study resources** for both students and staff on the LearnHigher website:

www.learnhigher.ac.uk



The planners can be purchased for your HEI from Chalet Alpin. To receive more information and a **batch of free sample planners** to pilot at your HEI, please contact Michelle Reid: michelle.reid@rdg.ac.uk