



ACHIEVE EXCELLENCE PROGRAMME • PRACTICE MAKES PERMANENT

Getting Organised: Study Timetables

How to make a timetable you'll actually stick to

1. Start with the big picture

Before making a timetable, list:

- **Subjects you study**
- **Topics you need to revise**
- **Exam or test dates**
- **How confident you feel in each topic**

Spend more time on weaker areas, not just the subjects you enjoy.

2. Decide how much time you really have

Be realistic. Include:

- School
- Homework
- Clubs/sports
- Family time
- Rest and sleep

Quality matters more than long hours.

3. Plan your week (not just one day)

Step-by-step:

- Choose **X revision slots** across the week
- Put **hard subjects first** when your brain is fresh
- **Mix** subjects instead of doing only one all evening
- Leave **one evening free** for rest

Balance is important for memory and motivation.

4. Use the “smart session” structure

Every revision session should follow this order:

- **Retrieval first (5–10 mins)** — brain dump, flashcards, or quiz from memory
- **Learning/practice (main time)** — practice questions, diagrams, essay plans, problem solving
- **Check and improve (last 5 mins)** — mark answers, fix mistakes, note what to revise next time

This makes revision active and effective.

Build in spaced practice — don't revise a topic once and forget it. Revisit topics after:

- **1 day**
- **3 days**
- **1 week**
- **2+ weeks**

Your timetable should always include one new topic, one recent topic, and one older topic.

5. Keep it realistic and flexible

Good timetables:

- ✓ Short, regular sessions
- ✓ Breaks between sessions
- ✓ Time for sleep and hobbies
- ✓ Easy to adjust if plans change

Bad timetables:

- ✗ 5 hours every night
- ✗ No breaks
- ✗ No free time
- ✗ Ignoring weak subjects

6. Review your timetable each week

Ask yourself:

- What worked well?
- What felt too much?
- Which topics still feel weak?

Then adjust next week's plan. A good timetable changes as you improve.

Simple example evening plan (KS4)

4:30–5:00 Maths

Break

5:10–5:40 Science

Break

5:50–6:20 English

Done for the evening

Short, focused, and realistic.

Weekly Study Timetable

Plan your revision, test your memory, and keep it realistic.

Day	Subject	Topic	Retrieval Task	Practice Task	Review / Improve
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					

Tips for success:

- Start each session with retrieval (brain dump, flashcards, or quiz).
- Keep sessions short and focused.
- Revisit topics over days and weeks (spaced practice).
- Sleep well – it helps memory stick.

Example: a simple weekly study timetable

Subject Revision Planner

Break each subject into topics and track your confidence and progress.

Subject	Topic	Confidence (Low/Med/High)	Last Revised	Next Review Date	Notes / Targets

How to use:

- List every topic for each subject.
- Be honest about confidence levels.
- Use spaced practice to set next review dates.
- Focus revision time on low-confidence topics first.

Example: a smart revision session structure

Key rule to remember: the best timetable is one you can actually stick to. Little and often, with testing from memory, always wins.