

UCLL PLANNER

First semester 2021 - 2022



HOW TO START PLANNING AND ORGANISING

Make sure to put some structure in your day:

- Get out of bed at a set time, take a break around the same time each day and determine beforehand when you will do your school work.
- Alternate work time with relax time by following your instincts. Some students are able to focus for 2 hours straight, while others need more variation. You can mimic your regular class schedule.
- Make sure to get some fresh air frequently. For example, go for a walk or a bike ride after breakfast for a breath of fresh air before you start your school work. Open your window and ventilate your room regularly.

Make sure you have a designated study area (no matter how small).

Use it for studying only, and relax elsewhere. That way you make a clear distinction between studying and relaxing. Wrap up your day by tidying up for 5 minutes and to make sure that you can start the next day with a clean desk.

Every morning, you should check Toledo/mail box/Intranet.

Try to do this no more than twice a day, otherwise you will be inundated with information. After having checked, turn off all notifications. It will help you to better focus.

Arrange a 'daily kick-off' with a friend/fellow student.

Talk about the day ahead and ask each other how it goes. Do the same at the end of the day. Maybe, you'd like to study the same subject or work on the same assignment? That way you can share thoughts or ideas. Stay connected with your fellow students, remember they are in the same situation.

Make an **overview** for each course of all tasks, assignments, study that you must have completed. Update this list each morning. Update your **to-do-list** by adding items and by putting a check mark next to those that you have finished. You can start to-do-lists on paper or by using digital tools and apps, such as Sticky Notes. They are digital post-its that you can use on your computer. Useful apps include Any.do, Wunderlist, Microsoft to-do,

Mark **all deadlines** on the UCLL planner.

Make a day plan:

- Check your to-do-list and your deadlines in order to **prioritise** your tasks. Do you find it hard to prioritise? Use the template below.
- Create a **flexible** planning, which means that you must leave room for free time. It will allow you to adapt your planning when you study slower than you anticipated, or when something unexpected comes up. Draw up a realistic planning, in sync with your own needs.
- You don't like to plan hour by hour? Divide your day in bigger chunks (morning, afternoon, evening).
- Plan your work time as well as your relax time.

Try to stick to your day plan.

- Do you have difficulties getting started? Divide your assignment/study subject in **smaller chunks**, that way it will be more manageable. Plan chunks of 20 minutes and start working. You can stop after 20 minutes. However, once you are into it, you will notice that you will probably want to continue.
- Schedule a **'reward'** after each (partial) task; a 10-minutes walk, drink a cup of coffee/tea, call a friend, listen to a fun podcast, play a game, draw, do a short workout, Apps such as Plantie or Forest can be really motivating, you can grow your own tree.

How do you prioritise?

	URGENT	NOT URGENT
IMPORTANT	Highest priority: to do now (today)	Add it to your planner
NOT IMPORTANT	Add it to your planner not to forget	Lowest priority: remove, mark as relax

EASILY DISTRACTED? TURN OFF YOUR DISTRACTIONS!

VISUAL

- Put your favourite book/game/... out of sight
- Put only things on your desk that you need for studying
- Put your mobile where you can't see or hear it
- ...

SOUND / NOISE

- Choose a quiet work area
- Use ear plugs
- Put music on in the background
- ...

SOCIAL

- Tell the people who live in the same house with you that you are studying. Make good arrangements.
- Close your mailboxes, chats, FB, and turn off notifications.
- You can download a programme that blocks certain sites, e.g. Cold Turkey, StayFocused

GET THE UCLL APP!

GET IT ON
Google Play

Download on the
App Store

NEED TO KNOW

- intranet.ucll.be
- toledo.kuleuven.be
- webmail.student.ucll.be

LET'S GET SOCIAL

- [/ucllinleuven](https://www.facebook.com/ucllinleuven)
- [/ucllinlimburg](https://www.facebook.com/ucllinlimburg)
- [/ucllindiest](https://www.facebook.com/ucllindiest)
- [/uclleuvenlimburg](https://www.facebook.com/uclleuvenlimburg)
- [/uclleuvenlimburg](https://www.instagram.com/uclleuvenlimburg)

UCLL-PLANNER

DEADLINES AND TO DO'S 20 SEPTEMBER - 26 SEPTEMBER

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Tuesday 21 september

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Wednesday 22 september

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Thursday 23 september

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Friday 24 september

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Saturday 25 september

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Sunday 26 september

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UCLL-PLANNER

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UCLL-PLANNER

DEADLINES AND TO DO'S 27 SEPTEMBER - 3 OCTOBER

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Tuesday 28 september

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Wednesday 29 september

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Thursday 30 september

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Friday 1 october

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Saturday 2 october

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Sunday 3 october

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Eddy Merckx

Greatest cyclist in history

#Belgianheroes

UCLL-PLANNER

	MONDAY 27 SEPTEMBER	TUESDAY 28 SEPTEMBER	WEDNESDAY 29 SEPTEMBER	THURSDAY 30 SEPTEMBER	FRIDAY 1 OCTOBER	SATURDAY 2 OCTOBER	SUNDAY 3 OCTOBER
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UCLL-PLANNER

NOTES

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UCLL-PLANNER

DEADLINES AND TO DO'S 4 OCTOBER - 10 OCTOBER

Monday 4 october

Tuesday 5 october

Wednesday 6 october

Thursday 7 october

Friday 8 october

Saturday 9 october

Sunday 10 october

Father Damiaan
Saint

#Belgianheroes

UCLL-PLANNER

	MONDAY 4 OCTOBER	TUESDAY 5 OCTOBER	WEDNESDAY 6 OCTOBER	THURSDAY 7 OCTOBER	FRIDAY 8 OCTOBER	SATURDAY 9 OCTOBER	SUNDAY 10 OCTOBER
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UCLL-PLANNER

DEADLINES AND TO DO'S 11 OCTOBER - 17 OCTOBER

Monday 11 october

Tuesday 12 october

Wednesday 13 october

Thursday 14 october

Friday 15 october

Saturday 16 october

Sunday 17 october

Andreas Vesalius
Anatomist, physician

#Belgianheroes

UCLL-PLANNER

	MONDAY 11 OCTOBER	TUESDAY 12 OCTOBER	WEDNESDAY 13 OCTOBER	THURSDAY 14 OCTOBER	FRIDAY 15 OCTOBER	SATURDAY 16 OCTOBER	SUNDAY 17 OCTOBER
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UCLL-PLANNER

DEADLINES AND TO DO'S 18 OCTOBER - 24 OCTOBER

Monday 18 october

Tuesday 19 october

Wednesday 20 october

Thursday 21 october

Friday 22 october

Saturday 23 october

Sunday 24 october

Peter Paul Rubens
Painter

#Belgianheroes

UCLL-PLANNER

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UCLL-PLANNER

DEADLINES AND TO DO'S 25 OCTOBER - 31 OCTOBER

Monday 25 october

Tuesday 26 october

Wednesday 27 october

Thursday 28 october

Friday 29 october

Saturday 30 october

Sunday 31 october

Paul Janssen
Pharmaceutical

#Belgianheroes

UCLL-PLANNER

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UCLL-PLANNER

DEADLINES AND TO DO'S 1 NOVEMBER - 7 NOVEMBER

Monday 1 november

Tuesday 2 november

Wednesday 3 november

Thursday 4 november

Friday 5 november

Saturday 6 november

Sunday 7 november

Jacques Brel
Singer

#Belgianheroes

UCLL-PLANNER

	MONDAY 1 NOVEMBER	TUESDAY 2 NOVEMBER	WEDNESDAY 3 NOVEMBER	THURSDAY 4 NOVEMBER	FRIDAY 5 NOVEMBER	SATURDAY 6 NOVEMBER	SUNDAY 7 NOVEMBER
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UCLL-PLANNER

DEADLINES AND TO DO'S 8 NOVEMBER - 14 NOVEMBER

Monday 8 november

Tuesday 9 november

Wednesday 10 november

Thursday 11 november

Friday 12 november


Saturday 13 november

Sunday 14 november

Nafi Thiam
2x Olympic Champion Heptatlon

#Belgianheroes

UCLL-PLANNER

	MONDAY 8 NOVEMBER	TUESDAY 9 NOVEMBER	WEDNESDAY 10 NOVEMBER	THURSDAY 11 NOVEMBER	FRIDAY 12 NOVEMBER	SATURDAY 13 NOVEMBER	SUNDAY 14 NOVEMBER
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UCLL-PLANNER

DEADLINES AND TO DO'S 15 NOVEMBER - 21 NOVEMBER

Monday 15 november

Tuesday 16 november

Wednesday 17 november

Thursday 18 november

Friday 19 november

Saturday 20 november

Sunday 21 november

Justine Henin
Tennis player

#Belgianheroes

UCLL-PLANNER

	MONDAY 15 NOVEMBER	TUESDAY 16 NOVEMBER	WEDNESDAY 17 NOVEMBER	THURSDAY 18 NOVEMBER	FRIDAY 19 NOVEMBER	SATURDAY 20 NOVEMBER	SUNDAY 21 NOVEMBER
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UCLL-PLANNER

DEADLINES AND TO DO'S 22 NOVEMBER - 28 NOVEMBER

Monday 22 november

Tuesday 23 november

Wednesday 24 november

Thursday 25 november

Friday 26 november

Saturday 27 november

Sunday 28 november

René Magritte
Painter

#Belgianheroes

UCLL-PLANNER

	MONDAY 22 NOVEMBER	TUESDAY 23 NOVEMBER	WEDNESDAY 24 NOVEMBER	THURSDAY 25 NOVEMBER	FRIDAY 26 NOVEMBER	SATURDAY 27 NOVEMBER	SUNDAY 28 NOVEMBER
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UCLL-PLANNER

DEADLINES AND TO DO'S 29 NOVEMBER - 5 DECEMBER

Monday 29 november

Tuesday 30 november

Wednesday 1 december

Thursday 2 december

Friday 3 december

Saturday 4 december

Sunday 5 december

Hugo Claus
Writer

#Belgianheroes

UCLL-PLANNER

	MONDAY 29 NOVEMBER	TUESDAY 30 NOVEMBER	WEDNESDAY 1 DECEMBER	THURSDAY 2 DECEMBER	THURSDAY 3 DECEMBER	SATURDAY 4 DECEMBER	SUNDAY 5 DECEMBER
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UCLL-PLANNER

DEADLINES AND TO DO'S 6 DECEMBER - 12 DECEMBER

Monday 6 december

Tuesday 7 december

Wednesday 8 december

Thursday 9 december

Friday 10 december

Saturday 11 december

Sunday 12 december

Adolphe Sax
Inventor saxophone

#Belgianheroes

UCLL-PLANNER

	MONDAY 6 DECEMBER	TUESDAY 7 DECEMBER	WEDNESDAY 8 DECEMBER	THURSDAY 9 DECEMBER	FRIDAY 10 DECEMBER	SATURDAY 11 DECEMBER	SUNDAY 12 DECEMBER
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UCLL-PLANNER

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UCLL-PLANNER

DEADLINES AND TO DO'S 13 DECEMBER - 19 DECEMBER

Monday 13 december

Tuesday 14 december

Wednesday 15 december

Thursday 16 december

Friday 17 december

Saturday 18 december

Sunday 19 december

Pieter Bruegel de Oude
painter

#Belgianheroes

UCLL-PLANNER

	MONDAY 13 DECEMBER	TUESDAY 14 DECEMBER	WEDNESDAY 15 DECEMBER	THURSDAY 16 DECEMBER	FRIDAY 17 DECEMBER	SATURDAY 18 DECEMBER	SUNDAY 19 DECEMBER
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UCLL-PLANNER

DEADLINES AND TO DO'S 20 DECEMBER - 26 DECEMBER

Monday 20 december

Tuesday 21 december

Wednesday 22 december

Thursday 23 december

Friday 24 december

Saturday 25 december

Sunday 26 december



UCLL-PLANNER

	MONDAY 20 DECEMBER	TUESDAY 21 DECEMBER	WEDNESDAY 22 DECEMBER	THURSDAY 23 DECEMBER	FRIDAY 24 DECEMBER	SATURDAY 25 DECEMBER	SUNDAY 26 DECEMBER
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UCLL-PLANNER

DEADLINES AND TO DO'S 27 DECEMBER - 2 JANUARY

Monday 27 december

Tuesday 28 december

Wednesday 29 december

Thursday 30 december

Friday 31 december

Saturday 1 january

Sunday 2 january



UCLL-PLANNER

	MONDAY 27 DECEMBER	TUESDAY 28 DECEMBER	WEDNESDAY 29 DECEMBER	THURSDAY 30 DECEMBER	FRIDAY 31 DECEMBER	SATURDAY 1 JANUARY	SUNDAY 2 JANUARY
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UCLL-PLANNER

DEADLINES AND TO DO'S 3 JANUARY - 9 JANUARY

Monday 3 january

Tuesday 4 january

Wednesday 5 january

Thursday 6 january

Friday 7 january

Saturday 8 january

Sunday 9 January

Hergé
Father of Tintin

#Belgianheroes

UCLL-PLANNER

	MONDAY 3 JANUARY	TUESDAY 4 JANUARY	WEDNESDAY 5 JANUARY	THURSDAY 6 JANUARY	FRIDAY 7 JANUARY	SATURDAY 8 JANUARY	SUNDAY 9 JANUARY
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UCLL-PLANNER

DEADLINES AND TO DO'S 10 JANUARY- 16 JANUARY

Monday 10 january

Tuesday 11 january

Wednesday 12 january

Thursday 13 january

Friday 14 january

Saturday 15 january

Sunday 16 january

Toots Thielemans
Harmonica player

#Belgianheroes

UCLL-PLANNER

	MONDAY 10 JANUARY	TUESDAY 11 JANUARY	WEDNESDAY 12 JANUARY	THURSDAY 13 JANUARY	FRIDAY 14 JANUARY	SATURDAY 15 JANUARY	SUNDAY 16 JANUARY
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UCLL-PLANNER

DEADLINES AND TO DO'S 17 JANUARY- 23 JANUARY

Monday 17 january

Tuesday 18 january

Wednesday 19 january

Thursday 20 january

Friday 21 january

Saturday 22 january

Sunday 23 january

Sandra Kim
Winner of the eurovisionsongcontest

#Belgianheroes

UCLL-PLANNER

	MONDAY 17 JANUARY	TUESDAY 18 JANUARY	WEDNESDAY 19 JANUARY	THURSDAY 20 JANUARY	FRIDAY 21 JANUARY	SATURDAY 22 JANUARY	SUNDAY 23 JANUARY
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UCLL-PLANNER

DEADLINES AND TO DO'S 24 JANUARY - 30 JANUARY

Monday 24 january

Tuesday 25 january

Wednesday 26 january

Thursday 27 january

Friday 28 january

Saturday 29 january

Sunday 30 january

Jan van Eyck
Painter

#Belgianheroes

UCLL-PLANNER

	MONDAY 24 JANUARY	TUESDAY 25 JANUARY	WEDNESDAY 26 JANUARY	THURSDAY 27 JANUARY	FRIDAY 28 JANUARY	SATURDAY 29 JANUARY	SUNDAY 30 JANUARY
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UCLL-PLANNER

DEADLINES AND TO DO'S 31 JANUARY- 6 FEBRUARY

Monday 31 january

Tuesday 1 february

Wednesday 2 february

Thursday 3 february

Friday 4 february

Saturday 5 february

Sunday 6 february

Romelu Lukaku
Soccer player

#Belgianheroes

UCLL-PLANNER

	MONDAY 31 JANUARY	TUESDAY 1 FEBRUARY	WEDNESDAY 2 FEBRUARY	THURSDAY 3 FEBRUARY	FRIDAY 4 FEBRUARY	SATURDAY 5 FEBRUARY	SUNDAY 6 FEBRUARY
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