

AAT study timetable

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As part of your revision, we recommend you use these 3 tools:

- 1 A study timetable – this sets out a schedule for you to follow with your revision, work, and social life.
- 2 A unit revision plan – this outlines the various topics within one specific unit, and within which week you'll study them. You'll need one of these per unit.
- 3 An overall revision plan – this outlines all the topics within all units, which you'll study each week. This will help you map out your overall revision during your studies and help you pace yourself to do well.

If you've never used a study timetable before, it's definitely time to start. A great study timetable clearly lays out what you're going to cover in your studies and helps you stay on track.

When you first sit down to create your timetable, it's important to be realistic about what you're attempting, in the time allowed.

Studies have shown that spacing learning throughout the week helps the brain access long term memory, so spread your study periods out.

In addition to this, students have reported that reviewing their previous study session, before their next session, warms up their brain and gets them in the rhythm. Factor this in by scheduling some revision for the night, or morning, before your next session. Being an early bird or a night owl can definitely be turned to your advantage; just identify how you work best.

Before filling in the study timetable below, have a chat with friends and family. It's important to set boundaries between study-time and socialising time early, and make sure everyone knows your plan from the outset. For some, flexibility is key to keeping communication routes open with friends and family. However, for others it may be that a fixed routine means everyone knows what's happening, with those around you giving you space to study.

Having considered when you'll study, you should also plan where you'll study. In front of the television won't be a good idea unfortunately – your concentration will be divided, resulting in poor quality study with little or no meaningful knowledge development. What you need is a quiet place, not isolation, where you have access to the materials you need; books, computer and internet, handouts etc. If you can work well with music playing, keep the volume down to background levels.

Reflecting on what works

After following your timetable for the first week, it's time to reflect back on how effective your plan has been. Did you manage to do all the work at the times you planned, or does your plan need adjusting, to give you more time on a given day, or to add an extra session?

Sitting down to study

Before you start a study period, make sure you have a drink if required, and that your phone won't distract you. Otherwise, leave it in another room. It'll be fine without you for a couple of hours. You can reward yourself with a social media catchup later.

It can be challenging to study independently, particularly at the beginning, but also when the actual materials become more difficult. Try to develop a routine that gets you in the mood to study. So before studying, get everything ready.

- If you're using a computer, switch it on.
- Get a drink ready.
- Set out other resources including a note pad and pencil.
- You may find that using a stopwatch to begin with helps you monitor exactly how long you study for.

If you plan to study for several hours, it's important to get up and move about a little. This is necessary for your spine, but it's also great to wake up a bit and give your brain a short break. Note, it's not an excuse to get distracted.

If you use a stopwatch, make sure to stop it while you're away from your desk, and start it again when you recommence work. A clear idea of how long you actually studied will help with tracking your hours spent for your study plan.

Download our *unit revision plan and overall revision plan* to further help with planning out your revision.

And without further ado, let's get started with filling in your study timetable.

AAT study timetable

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
07.00–08.00							
08.00–09.00							
09.00–10.00							
10.00–11.00							
11.00–12.00							
12.00–13.00							
13.00–14.00							
14.00–15.00							
15.00–16.00							
16.00–17.00							
17.00–18.00							
18.00–19.00							
19.00–20.00							
20.00–21.00							
21.00–22.00							

Key tips

- Set out specific times in the day that you'll study. This helps you to maintain a focus and keep to your plan. Spread study periods through the week so you don't get overwhelmed.
- Set out when you're attending classes (if any) and when you have a firm commitment for other activities, where you know you cannot study. Family or work, for example.
- Include time off for relaxation.
- Identify times that are good for home study, and confirm with family/friends.

Good luck in your studies

If you have any questions or want further advice, please get in touch with us below.

Call us on **+44 (0)20 3735 2400**.

Lines are open 09.00 to 17.00 (UK time), Monday to Friday.

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