

# Upgrade Study Advice

## Timeline: Planning Semester 2 2011-12

First, mark in the **deadlines**.

Then work backwards to **plan the steps** (and time) on the way.

Wk	Module	Module	Module	Module
0 Tu/Wed 24/25 Jan				
1 30 Jan				
2 6 Feb				
3 13 Feb				
4 20 Feb				
5 27 Feb				
6 5 Mar				
7 12 Mar				
8 19 Mar				
9 26 Mar				

**2 weeks Easter break** Mon 2 April - Fri 13 April

10 16 Apr				
11 23 Apr				
12 30 Apr				

And then . . . exams?

13 7 May Exams 1				
14 14 May Exams 2				

These suggestions have all been tried and recommended by students.

### **Complete a Timeline: planning the semester**

Mark in all the deadlines for all your modules for the semester. Like this you can see how they bunch, and which the busy weeks are. Then work backwards stages you have to complete to meet each deadline.

### **Write TO DO lists**

- Include everything you have to do today, in small bites, and tick them off when you have done them. Cheat a bit, and put in things you have just done, or really little things, so you can tick them off ...
- Carry over the remaining TO DO items to tomorrow. Watch out for any item you carry over more than 3 times. Is it too big to do in a day? Break it down into doable chunks (*read 2 chapters of ..*). Do you feel stressed about it? Break it down and take the first step today – just look at it.

### **Plan your week (an exercise worth doing from time to time)**

- Mark in the (genuinely) fixed points (family / social time, work, lectures etc), and decide how to use the spaces that are left
- Look for

**Start-up slots:** a few concentrated minutes to plan your work, and write today's TO DO list

**Working slots: short** slots for specifics (eg reading a chapter, finding an item on the reading list).

**Longer slots** for practical work, pulling work together, writing.

**Review slots:** a few minutes to take stock, tidy up, write tomorrow's TO DO list

The point is that working slots do not have to be great chunks of time. There aren't many of them!

There are a lot of practical suggestions for time management in Stella Cottrell's book: Cottrell, S (1999) *The Study Skills Handbook*. Basingstoke: Macmillan p64-73