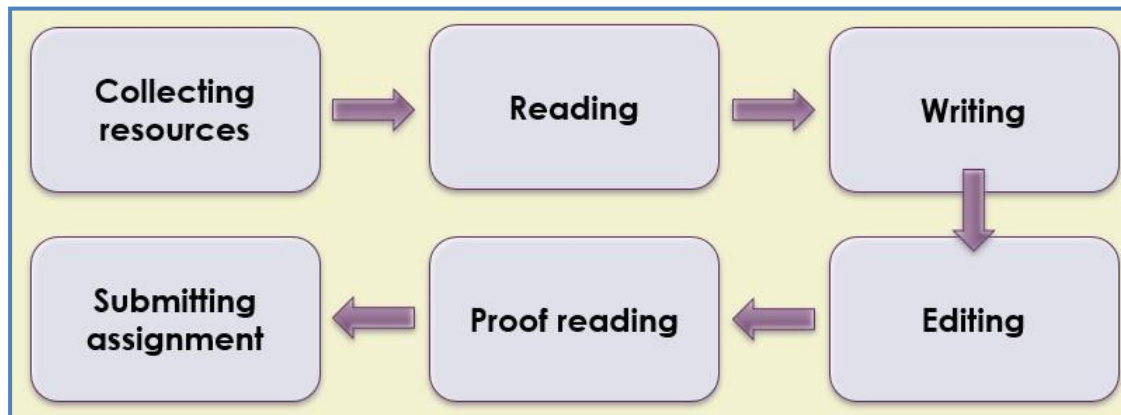


Getting Organised

Large tasks can be daunting. By breaking them into smaller, more manageable chunks, you can organise your studies, understand what needs completing and by when.

Task: Completing an assignment:



The tasks above could be broken down further into even smaller chunks.

Once all tasks have been listed, you can organise and prioritise them as now, soon or later and provide dates to be completed by.

Always work backward from a deadline date when allocating time for each task, complete your plan in a logical order.

It is easier to review your progress if you have a list of tasks to complete, allowing you to allocate more time if needed.

Being able to tick tasks off your list, provides you with a sense of success after each step is completed and helps keep you motivated.

Top Tips

- ✓ Think about when you prefer to work? Are you a morning person or a night owl?
- ✓ Be prepared. What resources will you need?
- ✓ Make a plan: Daily, Weekly, Semester, Yearly.
- ✓ Colour code your plan. E.g., red = university, green = work, blue = social.
- ✓ Use your plan! Make it visible and flexible to adapt.
- ✓ Take regular breaks. No-one can work none-stop!
- ✓ Avoid taking on too many commitments, learn to politely say 'no'.
- ✓ Create To-Do lists each day. Assess each day what still needs doing and by when.
- ✓ Set yourself an achievable goal for each study session.
- ✓ Note down any problems or questions that arise as you study. Address these at the end.
- ✓ Have a long-term goal. Seeing the bigger picture can keep you focused on smaller tasks.