

TIME MANAGEMENT STRATEGY: BREAKING DOWN TASKS

To get an early start on a big project, like writing a term paper, and to get it done on time; break the project down into manageable tasks with mini deadlines along the way.

EXAMPLE: PLAN FOR WRITING A TERM PAPER OVER 4 WEEKS

Task	Time	Deadline
1. Choose topic	1 hour	Oct 15
2. Check library for resources	2 hours	Oct 16
3. Check topic with teacher	1/2 hour	Oct 17
4. Get resources	5 hours	Oct 18
5. Read & take notes	10 hours	Oct 20-27
6. Organize notes & make preliminary outline	2 hours	Oct 28
7. Write 1st part	2 hours	Oct 29
8. Write 2nd part	2 hours	Oct 30
9. Write intro & conclusion	1 hour	Oct 31
10. Revise content & organization	1.5 hours	Nov 4
11. Revise language/spell check	1 hour	Nov 5
12. Do documentation	1 hour	Nov 6
13 Proofread hard copy	1 hour	Nov 9
14. Hand in		Nov15

BREAKING DOWN & PLANNING OUT YOUR STUDY TIME

It also helps to break down a study period into smaller tasks/goals to help you get started and experience a sense of progress along the way.

EXAMPLE: A PLAN TO STUDY PSYCHOLOGY FOR 2 HOURS

Review class notes	15 minutes
Preview Chapter 2	05 minutes
Read Chapter 2 (first half)	30 minutes
Review main ideas	05 minutes
BREAK	15 minutes
Read Chapter 2 (second half)	40 minutes
Review main ideas of whole chapter	10 minutes
Total	120 minutes

EXAMPLE: A PLAN TO DO PROBLEMS FOR 2 HOURS

Task	Time
Review lecture notes	15 mins
Read ch 3. 2 sections. Do solved problems	25 mins
Do 3-4 similar problems	20 mins
Break- Buy coffee? Email prof? Washroom?	10 mins
Read 2-3 more ch. sections, do solved problems	20 mins
Work on 2-3 similar problems	15 mins
Read next lecture slides, preview chapter	15 mins