

Five-step Planner

Are you feeling overwhelmed with:

- trying to juggle many different commitments?
- several deadlines coming up at the same time?
- study seems out of control, and you don't know how to get it all done?

It's not surprising, and it is not unusual. Most students feel this way at one stage or another.

Try this quick five-step action plan, then use the template overleaf to map out the steps you need to take to get that task done.

STEP	TASK
1	<p>List everything you need to do</p> <p>This may feel like the last thing you want. But while you don't have a proper idea of what's due, it'll continue to feel overwhelming. Listing it is the first step in sorting it out.</p>
2	<p>Break down big tasks (like essays) into smaller steps</p> <p>Tasks always feel more achievable if you tackle them one step at a time. Rather than a task of "Write essay - start Friday", try "Write 150 words for essay introduction - finish Friday".</p>
3	<p>Put into three columns: 'Now', 'Soon' and 'Later'</p> <p>Be realistic about what needs doing now. Deadlines are the priority, whereas extra background reading can probably wait. Some of the 'later' things may turn out to be things you don't need to do after all.</p>
4	<p>Do ONE task listed in 'Now', and tick it off: it will help you feel calmer</p> <p>If you have a deadline coming up, get that out of the way first, even if it's the thing you've been avoiding. If you're stuck because you don't understand it, go back to basics and build up from there. Get help with it.</p>
5	<p>Now relist your tasks in priority order: plan your attack</p> <p>Fit what you have to do into the time you have left. Do the best job you can remembering that perfection is just an idea. Deadlines and word counts are there to set the scope of your work, and you are not expected to do more</p>

Adapted from LearnHigher CETL

Other helpsheets available

- Weekly Planner
- Time Management

Plan your tasks

TIME	MON	TUES	WED	THURS	FRI	SAT	SUN
AM 7-8							
8-9							
9-10							
10-11							
11-12							
PM 12-1							
1-2							
2-3							
3-4							
4-5							
6-7							
7-8							
8-9							
9-10							
10-11							
11-12							