Key elements for creating a timetable:

1. **Knowing what the task involves**
   - Discuss your work with your supervisor where possible
   - Re-read your research proposal

2. **Having an awareness of what time is available**
   - year & weekly planners
   - anticipation of other work to be undertaken

3. **Having an awareness of your work style: how can you adapt your approach accordingly?**
   - How do you work?
     - Steady / sporadic/ last minute
   - Consider how deadlines affect you
     - Do they make you panic? / Do you like to make your own? / Do you find deadlines useful?
   - Think about you start work
     - Do you usually do lots of research? Do you like to start from the beginning? Do you draw up a plan?

*** REMEMBER: it is easy to compare yourself to others but it is more important to work in a way that is effective for you ***