

## 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 \*\*\***