

How do I break tasks down into smaller steps?



This may depend on your style of working i.e. whether you work in a structured way or not.

Have a look at the [3 to 5 approach](#)

<https://www.nottingham.ac.uk/studentservices/documents/3-5-approach.pdf>

Or the following example may help you to identify the smaller steps within the overall task.

For example - preparing for exams

1. Start early

Collect materials by week 8/9 of term e.g. past papers, notes, exam period dates, number of exams, style of exams (MCQ, short answer questions, essay based), information from Moodle, which may include possible answers to past paper questions.

2. Use the month at a view style calendar to identify the exam period



October 2015						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31



You can find blank calendar pages on our [Time Management Study Resources](#)

<http://www.nottingham.ac.uk/studentservices/supportforyourstudies/academicssupport/studyresources/timemanagement.aspx>

3. Identify your other assessment deadlines

4. Count how many topics you need to revise for each module

5. Working back from the exam period, identify how many revision sessions you have available for each module

6. Using different colours will help you identify the modules more easily

7. Remember you need to build in "buffer time" to your schedule.

This space is flexible and can either be used to catch up on your plans or have time away from your studies if you are on track.

8. Use the list of lecture titles to identify which areas you are confident with and those that will require more revision time.

You could even identify which topics have come up in the exams e.g. *Semester 1 first four weeks – Culture, Society and Politics in 20th Century Russia*.

Week	Date	Lecture Title	Lecture Content	Seminar material	Past paper questions available / completed	
			✓ ? X	✓ ? X		
1	28/09/15	<i>Tutor-Led Workshop: Reading Culture Historically (I)</i>				
2	05/10/15	<i>Tutor-Led Workshop: Reading Culture Historically (II)</i>				
3	12/10/15	Storming the heavens...				
4	19/10/15	The Old and the New...				

9. Don't always start your revision with lecture one; many topics are stand alone.

10. Try not to put off all the difficult topics

11. Start with an easier topic to get you in to your revision

12. Use this information to allocate time accordingly.

Use a weekly planner to see what time you have available for revision, but don't forget to leave time for other assessments too. You can find an example of a completed weekly planner at:

<http://www.nottingham.ac.uk/student-services/documents/sample-weekly-timetable---w-colour-coding.pdf>

13. Try to be realistic about how much material you can complete in the time available

Other revision material can be found at:

<http://www.nottingham.ac.uk/student-services/support-for-your-studies/academic-support/student-resources/revision-and-examinations.aspx>