

Need a quick fix to get your time under control?



## The 5 step plan

Trying to juggle lots of different commitments....?

All your deadlines coming up at the same time....?

....It's not surprising if you feel overwhelmed

If it feels like your time is out of control, and you don't know how to get it all done, try this quick plan to get back on top of things.



### 1. List everything you need to do

To be reminded of how much you have to do may feel like the last thing you want. But while you don't have a proper idea of what's due, it'll carry on feeling overwhelming. Listing it is the first step in sorting it out.

### 2. Break down big tasks (like dissertations) into smaller steps

Tasks always feel less overwhelming if you tackle them one step at a time. Rather than "write dissertation – start Friday", try thinking "write 500 words for dissertation introduction – finish Friday".

### 3. Put in three columns – Now, Soon and Later

Be realistic about what needs doing now – deadlines are the priority, extra background reading can probably wait till later. Some of the 'later' things may turn out to be things you don't need to do after all.

### 4. Do something from the Now column immediately, and tick it off the list. Getting one task done will help you feel calmer

If you have a deadline coming up, get that piece of work out of the way first, even (perhaps especially) if it's the one thing you've been avoiding. If you're stuck because you don't understand it, go back to basics and build up from there – or ask for help.

### 5. Now put the other tasks in priority order and make a plan to tackle them

Fit what you have to do into the time you have to do it in. We could always do a better job with more time, but you're not expected to achieve perfection. Don't forget that deadlines and word counts are there to set the scope of your work – you're not expected to do more.