

JUGGLING DEADLINES AND WORKLOADS – SOME STRATEGIES

See also: Time management topic [[link](#) to Time management students content sheet]

MAKE A LIST OF THE DEADLINES FOR ALL YOUR ASSESSED WORK FOR THE YEAR, AND FOR EACH SEMESTER (OR TERM)

Having all your deadlines in one list will help to make sure that you don't miss a task or a deadline. Do your list in whatever format suits you; for example in a diary, on a wall planner or by sticking post it notes on the wall above your work space at home.

MAKE A LIST OF THE TASKS YOU HAVE TO DO FOR EACH OF THE PIECES OF ASSESSED WORK ON YOUR LIST, AND PRIORITISE THEM

For essays and reports, you will need to go to the library to do some research; read and take notes on the books and articles you find; draft your work; write the final version; and proofread it. For exams, you will need to decide which topics you are going to revise; prioritise them; and then revise them. [[Revising for examinations info sheet](#)]

Once you have made your list of tasks, prioritise them according to:

- deadlines
- the amount of work involved – the more there is, the longer it will take
- how difficult you find the work – the more difficult the work, the longer it will take
- how interesting you find the work – you will work faster on tasks you find interesting than you will on those you find boring

AS YOUR WORK PROGRESSES, CONSTANTLY REVIEW YOUR LIST AND YOUR PRIORITIES

This will help you to keep track of your work. Remember that as deadlines approach, individual pieces of work will move up the priorities list.

PLAN YOUR TIME EFFECTIVELY

Everyone manages their time differently. However, the main strategies are:

- breaking large tasks in to small steps and ticking them off as you complete them
- allocating blocks of time according to your own work pattern; for example, the times of the day when you are most alert mentally; and your other commitments.
- taking short breaks
- making the most of your peaks and acknowledging your troughs.