Project Plan

Date today:

| Task | Order to do it | Time allocation (days/hours) |
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Date:............................. Overview objective for the week ......................................................................................................

| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
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Exercise: What are your priorities?

List all the activities you’ve done in the last week.

Categorise them into the grid.

Add in anything you should have done but didn’t.

What box do they fall in?

How can you change your working habits to ensure they get done?

|  | Not Urgent | Urgent |
| --- | --- | --- |
| Not Important |  |  |
| Important |  |  |

**Monitor**

Progress Monitoring Form

Date:

How many days/hours did I work on the essay this week?

Work completed this week:

What went right?

What problems were there?

What advice would I give myself?

Looking at my plan am I on target?

Do I need to reassess the schedule?

Monitor

Feedback Form

Expected completion date:

Date: ........................................

What three things are best about the work?

What three things could be improved?

What other comments are there?

What advice would you give ?

Date of next monitor: ........................................

# Librarian

| Resource required | Web address/Location  | In text citation | reference | Notes |
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**Time manager**

Date: Daily check questions.

What went well today? What was not so good? Was I using avoidance tactics? Did any of the undesirables creep in? Did I achieve my big objective? What can I do better tomorrow?

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Date: What’s my one big CAN DO objective for tomorrow?

Control Achievable Necessary Defined On schedule

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Other things to do

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Day:............................. CAN DO objective ........................................................................................

| Time | Overview task | Detail and notes | Done |
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| Notes |  |  |  |

**Editor**

Before you edit keep a copy of the original

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| Reread the question |  |
| Check that all points are relevant to the question |  |
| Delete unnecessary parts |  |
| Check the flow  |  |
| Anything missing? |  |
| Does the order make sense? |  |
| Is there enough depth? |  |
| Do you have enough evidence? |  |
| Does it tell the story? |  |
| Have you given your audience enough navigation (links)? |  |
| What mark would you give it? |  |
| What else could be better? |  |
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**Proofreader**

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| --- | --- |
| Have you spell checked it? |  |
| Have you grammar checked it? |  |
| Are the sentences the right length (20-30 words)? |  |
| Are they in the right order? |  |
| Is it the right length?  |  |
| Anything missing? |  |
| Are any numbers right (value, sig fig sci notation, units? |  |
| Does it make sense? |  |
| Do a final check have you answered everything? |  |
| What mark would you give it now? |  |
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