MY DAILY PLAN

A daily plan can help to motivate to actually do things and to set and keep priorities in mind. A daily plan should always be realistic and only contain goals that can be reached under normal circumstances. A daily plan can be changed as often as necessary and should be adapted if needed.

Date:

Today's challenge and writing intentions:

Time scheme and each working step or phase:

(From...until..., tasks and breaks)

How do I reward myself today?

Concept: Writing Centre of TU Dresden, 2016.

Further information on our support services, writing advice, workshops, writing marathon, etc. on our website: www.tu-dresden.de/deinstudienerfolg/szd

REFLECTION DAILY GOAL

It can be helpful to write a to-do list or a daily plan at the end of each day. If your daily plan did not work out the way you planned it, ask yourself if you maybe planned too much? Which time consuming activities would you ban in the future? Does your environment discourage you to get things done?

Date (and weekday):

You set a daily goal for yourself today. How did it work out for you?

Which aspects went well and why?

Were there things that went badly and why?

Which aspects went really well (eye-opener of the day)? For which other working steps could you use this ability?

On which question/ topic and with which paragraph/ sentence did you finish today? Please formulate a question to connect to it and that helps you to get started tomorrow.

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