



## Tips and Templates for Work and Time Management

Good work and time management contributes a lot to the success of written projects. If you have little experience with written projects, you can try out the following tips and advanced methods and adapt them to your way of working. You will also find a template to create your own schedule.

### Why time management?

Time management helps...

- To maintain an overview
- To keep track of all the individual steps
- To set goals
- To set deadlines
- To follow a guideline

On top of that, time management offers you:

- ✓ A sense of control
- ✓ A sense of security
- ✓ A reduction of mental load

### Time management methods

There is a plethora of time management methods. Try out what work and time management methods work best for you. Instructions and templates for the following methods, inter alia, can be found on the website of SZD:

- Project plans, weekly plans, daily plans with concrete and verifiable goals, daily reflections, etc.
- SMART Method
- Eisenhower Principle
- Tomato Technique

The following examples give you an idea of what a general schedule might look like. We recommend that you follow the individual phases of the writing process (cf.

Grieshammer et al. p. 58). You can find more information on the work phases in our handout "[Work Phases in Scientific Writing Projects](#)".

## Examples

Table 1: Complete work plan (writing project plan)

Work phase	Duration in weeks	Beginning and end of the phase according to the calendar
1. Orientation and planning	4	
2. Gathering and editing material		
3. Structuring		
4. Writing a draft	3	
Holiday	1	
5. Revision of text and receiving feedback	3	
6. Correcting and finishing the text	1,5	
Buffer	1	
Total duration	13,5	
Deadline	xx.xx.xxxx	

Table 2: Medium-term work plan for the phase “Gathering and editing material”

What?	From...to	Notes
Research literature	3rd – 10th May	Ask Prof. Schneider about the dissertation from Cramer 2018
Read literature and note relevant information	11 <sup>th</sup> May – 30 <sup>th</sup> May	Use the Four-Column-Method of the Writing Center
Write the first draft of the introduction	11 <sup>th</sup> May	Check once more what is needed in the introduction
Speak with Anja about my progress, go for a drink with her (reward ☺)	15 <sup>th</sup> May	
...	...	...

A general time schedule helps you to get an overview and to determine how much time you will need in total. However, it is easier to estimate how much time you will need if you think about the individual tasks and work steps you have ahead of you (see example of a medium-term time schedule). In the following template for your own long-term schedule, we have therefore left plenty of space for notes. 😊

## Template: Long-term schedule

Table 3: Orientation and planning phase, brainstorming

Time periods from....to	Notes

Table 4: Research, select and structure material

Time periods from....to	Notes

<b>Time periods from....to</b>	<b>Notes</b>

Table 5: First draft of the text, rough draft (writer-oriented)

<b>Time periods from....to</b>	<b>Notes</b>

Table 6: Revising the rough draft, getting feedback, formulating the text in a reader-oriented way

<b>Time periods from....to</b>	<b>Notes</b>

Table 7: Final version: correct, edit and finish

<b>Time periods from....to</b>	<b>Notes</b>

Time periods from....to	Notes

## Boost your motivation!

Finally, here are a few tips on how you can prevent motivation lows:

- Eat the frog first: Start with the more difficult, unstructured or unpleasant tasks.
- Clear the first hurdle with an easier start: Work five minutes on a comparatively easy task (to get into the swing of working/writing).
- Establish goals for the following day the evening before.
- Formulate a written plan.
- Create routines (e.g. writing from 3 pm to 6 pm every day).
- Schedule breaks.
- Meet up with someone for feedback.
- Reward yourself and celebrate what you have achieved so far.
- Work in accordance with your biorhythm.
- Get rid of any distractions / time-wasters.
- Consider other obligations (exams, family, friends, leisure, work).
- Write down any troubles and distracting thoughts (thought diary).

Haven't found the right time management tip yet? Our handout "[Sticky Note Method](#)" offers you a creative approach to time planning. With the handouts "[My Daily Plan](#)" and "[My Weekly Goal](#)" you can create short-term time schedules, and they also help you reflect on the way you work.

Source: Grieshammer, Ella, et al. *Zukunftsmodell Schreibberatung. Eine Anleitung zur Begleitung von Schreibenden im Studium*. 3<sup>rd</sup> rev. ed., Schneider Verlag Hohengehren GmbH, 2016.

Compilation: Writing Center of TU Dresden, 2019.

Typesetting, accessibility, and translation: Leonie Reuter, 2023.

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