

INFORMATION ON 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.

Why Time Management?

- Maintain an overview
- Keep track of all the individual steps
- Set goals
- Set deadlines
- Follow a guideline
 - ✓ Control
 - ✓ Safety
 - ✓ Ease the burden

Time Management Methods

Find a suitable method for work and time management and try it out,

e.g.

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

The instructions and templates can be found in the Jump-Start your writing section and on the website of the Writing Centre.

General Tips

- Eat the frog first: begin with the more thought-intensive, unstructured or unpleasant tasks
- Clearing the first hurdle with an easier start: five minutes work and 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
- Arrange for feedback

- Reward yourself and celebrate what you've achieved so far
- Work in accordance with your biorhythm
- Get rid of any distractions / get rid of anything that encourages you to waste time
- Consider other obligations (exams, family, friends, leisure, work)
- Write down any troubles and distracting thoughts (thought diary)

Examples

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. Editing and receiving feedback	3	
6. Correcting and finishing	1,5	
Buffer	1	
Total duration	13.5 weeks	
Deadline	_____	

Medium-term work plan for the phase "Gathering and editing material"

What?	From... to	Notes
Research literature	3 rd – 10 th May	Ask Prof. Schneider about the dissertation from Cramer 2018
Read literature and note relevant information	11 th May – 30 th May	Use the 4 Column Method of the Writing Centre
Write the first draft of the introduction	11 th May	Check once more what is needed in the introduction
Speak with Anja about my progress, go for a drink with her (Reward ☺)	15 th May	
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Further information about writing counselling, workshops, writing groups, writing marathon, etc. can be found on our website: www.tu-dresden.de/deinstudienerefolg/szd