



# Making a term plan

<http://www.screencast.com/t/kGkPXL7rvjo>

## Transcript

### Introduction:

Welcome to this tutorial on making a term plan from the University of Reading Study Advice team. The tutorial is designed for you to go through at your own pace and you can pause it at any time.

**Slide 1. Making a start:** There is so much going on at university – how can you fit it all in? The key is to get your time under control, and making a term plan will help you do this. In essence, there are three things you need to know to manage your time successfully:

- What you have to do, for example coursework, reading, and exams
- When these have to be done by and
- How to fit them into the time you have

A term plan helps you visualise these three things.

**Slide 2. Listing your deadlines:** This means that the first step towards creating an efficient term plan is listing all of your deadlines and exams this term. The easiest system is to make a plan on a large piece of paper that you can pin up somewhere where you can constantly see it. You can use a year planner, which is freely available from Study Advice, draw your own wall chart or use an online template. To make a start, mark the beginning and end of term, and add the numbering of each week of term. Then, list your submission deadlines and the dates of tests and exams, and mark any days that you are planning to devote to work or personal commitments.

**Slides 3-5. Identifying main tasks:** Next, decide on the main tasks you will need to complete for each of your deadlines. For example, for this essay, you may want to start by analysing the question, jotting down some ideas, and making a list of things you need to find out more about. You could then move on to finding relevant books and articles, reading these, and thinking about what you have learnt. You are then ready to organise your ideas into an essay plan, and write the first draft. This could be followed by a second draft or the final draft, and finally, by proofreading, checking your references, and submitting the essay. Make an estimate in days or in hours of the time you think you will need for each of these tasks. Draw on your previous experience of working on similar tasks to make your estimate as realistic as possible.

Repeat these steps for each of your deadlines. In this example, we are focusing on the assignments that are due in February.

**Slide 6. Fitting it all in:** You can now fit these tasks into your term plan. Working backwards from each deadline, enter each of the main tasks that you have identified into the term plan on the date when you are planning to finish that task. If you have conflicting deadlines, it is helpful to set your own, earlier deadlines for one or more assignments to avoid clashes. Use colours, symbols or stickers to clearly mark your deadlines.

**Slide 7. Pin your plan up:** Fix your year planner up in your room somewhere where you will see it every day, like above your desk. This will help you to be aware of your deadlines so that they don't sneak up on you.

**Summary:** So to summarise, to make an effective term plan, there are four things you need to do: list your deadlines and the dates of your exams, break down each assignment or exam into smaller tasks, estimate how much time you will need for each, and fit these tasks into your term plan. Your plan will help you manage your time and get things done.