

PGR tips: Effective planning and time management

Ever feel like there are not enough hours in the day? Here are a few tips to help you with time management and planning.

Finding it hard to know where to start? Why not take 30 minutes now to plan your week

- What do you want to accomplish by Friday? What do you need to do today to make it happen?
- Make a note of 3 things you want to complete and pin the note up in a prominent place
- Email me back on Friday and let me know how you did!

Are you concentrating on one main deadline i.e. submission?

When planning you might want to **set mini milestones and work towards them**. Break work into manageable chunks e.g. complete literature review, write first chapter

Need some advice about planning?

Have a look at **Planning a doctorate: schedule for success** (www.grad.ac.uk/planner) which provides step by step advice on major milestones in doctoral research

We all have our own time wasting activities What's yours?

By **identifying the big time stealers** and eliminating them you will be able to manage your time much more effectively. Visit www.grad.ac.uk/timemanagement for more time management tips.

Everyone needs a break now and then!

Reward yourself when you reach your goals and take a break

Future events:

Midlands GRADschool, 22-26 May 2006

If you are looking to improve your time management skills or looking for some inspiration and motivation why not apply for the Midlands GRADschool. Go to www.grad.ac.uk/courselist for more information and to apply.

If you are **considering a career** in Investment Banking, Management Consultancy or Academia come to one of the **Careers in Focus events**. These 1 day events are FREE of charge. To find out more and to book go to www.grad.ac.uk/cif
Online chats will also be held for these events. Check out www.prospects.ac.uk/chat to find out more!

If you have some useful tips to share with other postgraduate researchers please send them to admin@grad.ac.uk