

Managing your time

To set up a system that helps you maintain control over your work and manage your time in this way, work through the following steps.

Managing your time – the steps

1	A typical week <i>Get started by downloading a copy of the weekly timetable.</i>	<input type="checkbox"/>
2	Planning your timetable	<input type="checkbox"/>
3	The time available for the review	<input type="checkbox"/>
4	Listing the tasks <i>Download a copy of the work schedule to get you started.</i>	<input type="checkbox"/>
5	Allocating hours to each task <i>On the work schedule enter the time required and then plot the start and finish date. Of course, it's difficult to assess accurately how long each one will take, so give yourself longer than you think.</i>	<input type="checkbox"/>
6	Stage deadlines	<input type="checkbox"/>
7	Keeping to your schedule	<input type="checkbox"/>
8	Constant checks	<input type="checkbox"/>

Sessions with supervisors – exerting control over our work

- 1** Assess how things have gone
- 2** Gives you perspective above your everyday work
- 3** You can check on the relevance and reliability of material
- 4** Get a good measure of what you've got left to do

For more information, see *How to Write Your Literature Review*, Chapter 13.