"Use scheduling to help you progress towards your chosen goals."

'GANT CHARTS'

In a nutshell:

- A Gant Chart is where, for each task you need to complete, you schedule the work to be done over the weeks available.
- At the start of each week, look down the list of the work you need to do that week for each task. Write into your homework diary when you will try to do each of these tasks.
- At the end of each week, highlight straight down that week so it is easy to see where you are in the term. If you haven't completed the work from that week reschedule it to another week and write it onto the Gant Chart.

Quick Quiz

For You To Do:

Answer Yes or No to the following questions:

1. Do you ever have weeks where you are overwhelmed by the amount of assessments, tests or assignments you have due?   Y / N

2. Do you sometimes not know where to start with a big project and find it difficult to complete it on time?   Y / N

3. Do you tend to just focus on immediate homework and lose track of assignments or larger pieces of work you need to do? Y / N

4. Do you ever feel worried as you cannot see how to meet all of your deadlines?   Y / N

If you answered YES to any of the above, using Gant Charts could be a very useful time management technique for you.

About 'Gant Charts':

A Milestone or Gant Chart is a linear visual tool for measuring progress made in pursuit of various activities over the course of time. It offers an at-a-glance view of your progress on a variety of tasks and projects in relation to time.

Many students already use a very basic version of this time management tool - a wall chart or term planner. If you have a planner in your diary or above your desk where you write in all the due dates for the term and can see them together at a glance, you know how useful this is to highlight weeks where the workload is particularly heavy and requires careful planning, or to remind you of upcoming due dates. This strategy helps you predict when you will be most busy so that you can plan to get things done ahead of time.

Gant Charts take this process a step further. Rather than just seeing when projects are due or test dates are scheduled for, you plot the activities you need to undertake to complete the task or prepare for the test on a weekly milestone chart. This gives you a clear indication of the timeline and the sequencing of these activities as well as an idea of the overall workload required in each week.

This technique forces students to think about breaking the task into 'chunks' as per the previous technique. Once you have thought carefully about the steps involved, the next step is to decide when you are going to carry out these steps.

It is important to be aware that flexibility is needed. You may not be able to complete as much as you would like or have planned every week. An advantage of this system is that you can see how quickly the weeks pass and are motivated to get moving on the task in order to meet the interim dates you have set for yourself. If you do fall behind you will need to reschedule in order to ensure you do not jeopardise the completion of the project.

Use the Gant Chart on the next page to schedule in your major tests, assignments, assessments, projects and major works for the term. Place it in a prominent position above your desk at home.

1. As large scale assignments or tests are given during the term, add them to the chart below with a plan of what you want to achieve each week before the due date.
2. At the start of each week, look down the list of the work you need to do that week for each task. Write into your homework diary when you will try to do each of these tasks.
3. At the end of each week, highlight straight down that week so it is easy to see where you are in the term. If you haven't completed the work from that week reschedule it to another week and write it onto the Gant Chart.

ASSIGNMENT or TESTS:	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10
Eg Science test on last two topics in Week 7.	------------	------------	Find out topics in Science test	Do Study notes on topics	Review study notes, do practice questions	Work on past test papers and review notes	Major Science Test TUESDAY	------------	------------	------------

"Big blocks of time are a gift. Use them wisely."

'ROCK, PEBBLE, SAND'

Quick Quiz

<u>In a nutshell:</u>

- When you have a big block of time there is a way to make sure you use it as effectively as possible in order to ensure you don't fritter away the time on the little things.

- You need to do the rocks first – the important and urgent tasks. Only then can you work on the pebbles – the tasks that may also be important but are not urgent. You will still find time for the sand – the little fiddly tasks that you can slot in anywhere.

For You To Do:

Answer YES or NO to the following questions:

1. Do you ever spend the whole time just doing all the small tasks and not getting around to the large tasks?   Y / N

2. Do you ever have a big block of time and get to the end of it and find you have hardly achieved anything in the time?   Y / N

3. Have you ever found that at the end of the night you still haven't started the big important tasks ?   Y / N

If you answered YES to any of the above, you need the 'Rock, Pebble, Sand' technique.

About 'Rock, Pebble, Sand':

There is a very well known story that does the time management seminar rounds. It goes like this.

Take a jar, some rocks, some pebbles and sand. What happens if you put the sand in first then the pebbles? The rocks won't fit. But if you do it the other way, put the rocks in first, then pop in the pebbles around the sides of the rocks, then sprinkle in the sand it all fits in no problem at all.

What does this mean? It is an analogy for how you can make the most of big blocks of time. If you do the big tasks first (the rocks), you will find time for the smaller tasks (the pebbles) and you'll easily sprinkle in the sand (the little fiddly things). So if you deal with the rocks first you'll actually still find time for the other tasks to fit around it.

But it doesn't work the other way. If you deal first with the minutiae, the small things, you end up giving short shrift to the more important tasks and deplete your energy on these little things, and they expand to fill the time available.

If you find this technique too challenging, then set yourself a strict half hour or so to knock over as many of the little things as possible. Once time is up, use the block of time to work on the big important tasks.

Just remember:
- Rocks: tasks that are important and urgent
- Pebbles: tasks that are important but not urgent
- Sand: tasks that are not that important and not urgent

'ROCK, PEBBLE, SAND' GRID

Got lots to do and not sure what to start work on? Use this grid before you start working in order to ensure you make the best use of the time available to you.

ROCK (urgent and important – the big time consuming tasks)	PEBBLES (important but not urgent)	SAND (not as important or urgent)

Complete everything in the ROCK column before the PEBBLE column and only then the SAND column.

ROCK (urgent and important – the big time consuming tasks)	PEBBLES (important but not urgent)	SAND (not as important or urgent)

Complete everything in the ROCK column before the PEBBLE column and only then the SAND column.

ROCK (urgent and important – the big time consuming tasks)	PEBBLES (important but not urgent)	SAND (not as important or urgent)

Complete everything in the ROCK column before the PEBBLE column and only then the SAND column.