

## **Manage Time**

To keep yourself on track, answer these questions:

### **How Much Time Do I Actually Have?**

Realistically work out how much time you can give to the assignment, but do not underestimate the time needed. Remember, your lecturer is expecting you to do three hours of work for every hour spent in class. Also, check how much the assignment is worth and spend your time accordingly.

### **How Much Time Will Each Step Take?**

Once you know how much time you have, work out how you will allocate that time (Fox, 2005). Which steps in the research and writing process are likely to take longer? Most assignments cannot be done the night before. If it is your first paper, you may need extra time to search databases, master referencing, and submit electronically—and that does not include the writing and editing!

### **When Am I Going To Tackle Each Step?**

It takes good planning and discipline to work on your assignment in smaller chunks. Give yourself mini deadlines. If lecturers ask you to hand in an outline, annotated bibliography, or rough draft before the actual assignment is due, they are doing you a great favour.

### References

Fox, K. A. (2005, June). *The craft of research*. Lecture given at the Alliance Graduate School, Quezon City, Manila.