Time management for academic texts

TECHNISCHE UNIVERSITÄT DARMSTADT

schreibcenter

SchreibCenter at the Language Resource Center

tasks	estimated time required	finished on … ?	reward?
Organization & planning			
Finding a topic			
Research question			
Outline			
Finding and reviewing the literature			
Planning the research study			
Executing the research study			
Reading and analyzing literature			
Writing the first draft			
Revising			
Proofreading			

Start with your submission date and define milestones:

- Which tasks do you need to complete?
- How much time do you need to complete them?
- When are they going to be completed?
- How are you going to reward yourself?

Based on:

Kruse, Otto (2007): Keine Angst vor dem leeren Blatt. Ohne Schreibblockaden durchs Studium. 12., völlig neu bearb. Aufl. Frankfurt/M.: Campus. S. 246–250.

Wymann, Christian (2015): Der Schreibzeitplan: Zeitmanagement für Schreibende. Opladen: Babara Budrich. S. 38–42, 90–98.