

Organisation



Organisation is one of the key skills which will help you to succeed within your course.

You will need to develop skills that will help you to plan your learning and also how to organise and use your time most effectively.

Time Planning:

If you have an effective time plan in place, inevitably you will be able to avoid having to stay up all night to complete an assignment. In this way you can establish a broader perspective of your commitments and are able to plan your time to include extra curricular activities. Furthermore if you have an organised plan and broke your work down into small chunks you are likely to produce a higher quality piece of work.

Organisation:

Firstly you need to recognise all of your commitments.

Be realistic about the task that you have to achieve and consider how long it will take. Always over compensate with the time that you consider the task to take, as they usually do take longer and it also provides you with some flexibility should a problem arrive. Your plan needs to include what needs to be done, when you plan to do it, and what resources you need to support you in achieving your goals. Weekly you will need to review your plan to evaluate your progress, are you keeping to your plan, are you meeting your aims, if not then your targets will need to be readdressed.

Essay Writing: You will have to consider what elements need to be considered in writing an essay.

Such as:

Analysing the title- what are you being asked to do?

Mind Mapping- what do you already know about the subject?

Reading- what reading do you need to undertake in order to enhance your knowledge?

Essay Plan- What are you going to put into each section?

Prioritising Information- you will need to breakdown the information that you researched and evaluate which is of most relevance to include within your essay.

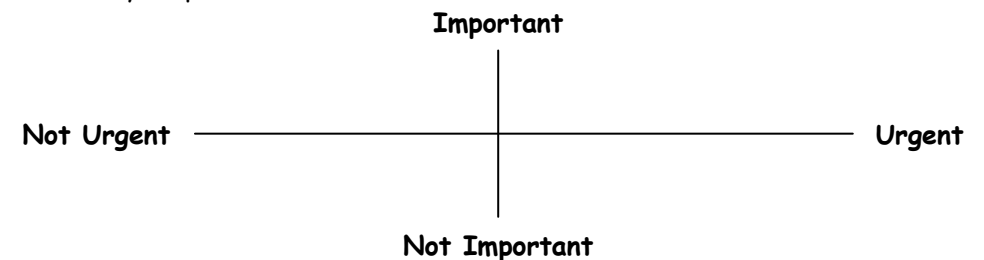
First Draft- Write the complete essay straight away, without rewriting and editing.

Revising- Read through the first draft and make any amendments needed.

Proofreading- Read your essay out loud checking for both grammatical and punctuation mistakes.

Submission- ensure that you have the correct coversheets and submit the work in time.

Prioritisation is a key skill to develop, particularly whilst you are at college and are faced with a demanding workload. If you have a mountain of essays, you need to evaluate which tasks are urgent, and have to be handed in at the earliest date, which essay is the most challenging, it is often best to work on this first, else it will ply on your mind. This is where the urgency/important grid below may help:



You can locate your tasks upon this grid, asking yourself is the essay urgent and important, or important but not urgent?

Ensure that you take regular breaks throughout your work to maintain your motivation.

