**Teaching and Learning Centre podcasts: the DISSERTATION SERIES**

**Time management and task planner**

Estimate how much time is required to complete each of the tasks below for your project. If the task doesn’t apply to you, mark it out. If there are other tasks you must complete that are not listed, please fill them in.

|  |  |  |
| --- | --- | --- |
| Task | Time required | Priority |
| Draft research instruments (questionnaires, interview guides, etc.) |  |  |
| Piloting research instruments (questionnaires, interview guides, etc.) |  |  |
| Recruiting participants, surveying, interviewing, fieldwork |  |  |
| Access, permissions, ethical clearances |  |  |
| Desk literature searches, accessing documents or archives |  |  |
| Methods / software training |  |  |
| Gathering data |  |  |
| Transcription /translation/data preparation |  |  |
| Data analysis |  |  |
| Writing first draft (2nd, 3rd, nth draft) |  |  |
| Editing / proofreading  |  |  |
| Meetings with supervisor, other term-time support |  |  |
| Exam preparation |  |  |
| Layout (e.g., data tables, illustrations) |  |  |
| Preparing annexes / electronic versions |  |  |
| Printing and binding |  |  |
| Other task?  |  |  |
| Other task?  |  |  |