Dissertation Planning Worksheet

Study Development Worksheet

## Example

My ideal deadline: 20th May (Real Deadline 30th May)

Tips: Be specific about tasks and time; Allow extra ‘buffer time’; don’t forget to allow for sleep/eating/commuting/work/socialising etc!

| **TASK** | **Identify Resources** | **Research** | **Plan** | **Get writing!** | **Edit** | **Extra research** | **Complete final draft** | **Edit and proofread** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Timeframe/deadline | * 24th Jan 9-6
* 30th Jan 9-6
* Trip to library 31st Jan 9-6
 | Every Tues, Thurs and Sat in Feb 10-6 | 3rd March 10-2 and 7 onwards | Every Tues, Thurs and Sat in March & April 10-6 | 1st May 9-11,3rd May 9-5,4th & 5th May after 7pm | 7th May 2-6pm8th May 9-5 | 10th, 11th May afternoons, all day 12th May | 16th-17th May afternoons |
| Details | * Create a reading list.
* Skim abstracts/ indexes/ chapter headings/ starts of paragraphs to identify relevant literature.
* Where are the resources? Make sure you can access them!
* Do you need to organise practical research? When? Where? Who?
 | * Read and take detailed notes.
* Highlight key ideas.
* Reference as you go.
* Note page numbers.
* Write memos for your future self!
* Link connected ideas.
* Use colour coding?
* Use diagrams?
 | * Draft the structure.
* Divide into chapters/ sections/ sub-headings/ paragraph topics.
* Note which research feeds into which section.
* Bullet point key ideas in each section.
 | * Aim to work on specific, short sections one at a time.
* Turn bullet points and paragraph topics into full sentences.
 | * Do you need to alter the structure?
* Is everything relevant?
* Are sentences short, clear and flowing?
* Does each paragraph have a clear topic?
 | Tie up any missing research; missing references; fact checking.  | Make sure all chapters, sections, paragraphs and sentences are complete, and references done. | * Are all points -relevant to the title?
* Are sentences short, clear and flowing?
* Does each paragraph have a clear topic?
* Are all ideas and quotations referenced?
* Make sure you are within 10% of your word count. - Ask friends and family to look at your work.
 |

## Worksheet

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Timeframe/deadline |  |  |  |  |  |  |  |  |
| Details |  |  |  |  |  |  |  |  |

**Support**: Study Development offers workshops, short courses, 1 to 1 and small group tutorials.

* Book a tutorial or join a workshop on the [Study Development tutorial and workshop webpage](https://www.yorksj.ac.uk/students/study-skills/study-development-tutorials/) or search ‘YSJ study development tutorials.’
* Access our Study Success resources on the [Study Success webpage](https://www.yorksj.ac.uk/students/study-skills/study-success/) or search ‘YSJ study success.’