



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	<ul style="list-style-type: none"> • 24th Jan 9-6 • 30th Jan 9-6 • Trip to library 31st Jan 9-6 	Every Tues, Thurs and Sat in Feb 10-6	3 rd March 10-2 and 7 onwards	Every Tues, Thurs and Sat in March & April 10-6	1 st May 9-11, 3 rd May 9-5, 4 th & 5 th May after 7pm	7 th May 2-6pm 8 th May 9-5	10 th , 11 th May afternoons, all day 12 th May	16 th -17 th May afternoons
Details	<ul style="list-style-type: none"> • Create a reading list. • Skim abstracts/ indexes/ chapter headings/ starts of paragraphs to 	<ul style="list-style-type: none"> • Read and take detailed notes. • Highlight key ideas. • Reference as you go. 	<ul style="list-style-type: none"> • Draft the structure. • Divide into chapters/ sections/ sub-headings/ 	<ul style="list-style-type: none"> • Aim to work on specific, short sections one at a time. 	<ul style="list-style-type: none"> • Do you need to alter the structure? • Is everything relevant? 	Tie up any missing research; missing references; fact checking.	Make sure all chapters, sections, paragraphs and sentences are complete,	<ul style="list-style-type: none"> • Are all points - relevant to the title? • Are sentences short, clear and flowing?

Library and Learning Services

Study Development

Email: studydevelopment@yorksj.ac.uk



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	<p>identify relevant literature.</p> <ul style="list-style-type: none"> Where are the resources? Make sure you can access them! Do you need to organise practical research? When? Where? Who? 	<ul style="list-style-type: none"> Note page numbers. Write memos for your future self! Link connected ideas. Use colour coding? Use diagrams? 	<p>paragraph topics.</p> <ul style="list-style-type: none"> Note which research feeds into which section. Bullet point key ideas in each section. 	<ul style="list-style-type: none"> Turn bullet points and paragraph topics into full sentences. 	<ul style="list-style-type: none"> Are sentences short, clear and flowing? Does each paragraph have a clear topic? 		<p>and references done.</p>	<ul style="list-style-type: none"> 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.



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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](#) or search 'YSJ study development tutorials.'
- Access our Study Success resources on the [Study Success webpage](#) or search 'YSJ study success.'