

4. MANAGING WORKLOAD

1. What are the three steps suggested in this outline to managing workload effectively?

- i)
- ii)
- iii)

2. Why do you think a wall or term planner might be a good idea?

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3. What is the advantage of keeping personal and school related things separate in your diary or online planner?

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4. Explain in your own words the difference between recording when things are DUE and when you are going to DO them.

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5. Explain what is involved in the 'Plan when you will do the work' section.

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6. What steps should you take if you don't stick to your schedule?

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7. For the following techniques for chunking and planning, explain what the technique is, then explain some things to remember or advantages of the technique.

Technique	What is this technique?	What other things do you need to remember about this technique or what are some advantages of this technique?
Traditional Chunking		
Chipping Away		
Working Backwards		
The Salami Technique		
The ABC System		
Questioning Techniques		



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