

G.T.D For Studying Checklist

- Collection Bins Checked
- Calender for upcoming events, homework, assignments and exams

Reviewing

Daily – Preferably on a morning or evening

- Check items in bins
- Review the date sensitive tasks on the calender
 - Run through Next Actions List

Weekly – Usually best done on a Sunday

- Process all outstanding items
- Review Next Actions
- Review Project List
- Add any weekly tasks to your projects list
- File any items no longer required

Once -A-Term Review

- Reflect on the previous term
- Assess what is needed for the immediate future
 - Assess next educational goals
 - Plan for the next Term
- File away previous modules work.

Assignment Project List

- Brainstorm
- Key Words and Research Aims
 - Organise
- Break Down into Actions and Assign Deadlines
 - Gather Information
 - Draft
 - Edit
 - Final Draft