

G.T.D For Studying Checklist

Inboxes 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