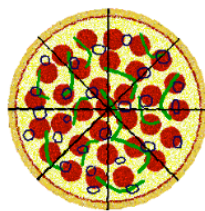

Student Success \ Time Management

KAVEH FARROKH (PH.D.)

Working with Large Tasks and Deadlines

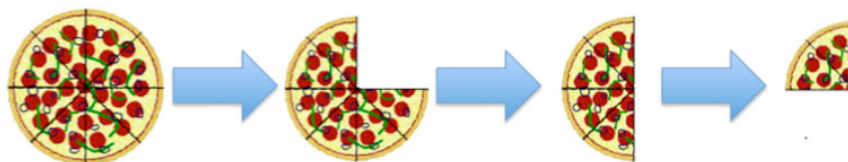
WHEN YOU HAVE A BIG TASK TO ACCOMPLISH BEFORE DEADLINE:

- Use time management to break it down into smaller pieces.
- Example: 5000 word essay due in five weeks.
- Like a large pizza, cut it up into edible pieces.



SPREAD THIS (FOR EXAMPLE) 4 WEEKS BEFORE IT'S DUE

- Plan first: See how you can chunk the task logically into manageable “bite size” pieces (first week = 500 words, etc.)
- Then: complete the task piece by piece.



Example: four chapters to learn in 10 days:

- Read one chapter per day (or every 1–2 days).

Example: exam coming up in three weeks on seven topics.

- See how much time is needed for each topic.
- Study in stages: X hours for topic 1, Y hours for topic 2, Z hours for topic 3, etc.