Time management when writing an essay/ report

Time Management is of paramount importance when writing any document, as this can be very stressful and anxiety inducing process.

Some tips:

Have realistic time expectations. Set simple and short deadlines!

A good essay cannot be written overnight

Divide writing into sections

Be aware and factor in of other commitments

Be prepared for unforeseen circumstances

Hand in on time! Don't wait for the deadline. There could always be technical problems (i.e. the printer is not working or the online platform like Turnitin is down. Submit at least a day before the deadline.

Think about using the Pomodoro technique (https://en.wikipedia.org/wiki/Pomodoro_Technique)

Watch out for Consistent Font, Consistent Size, Spelling and Grammar. The size and font will be usually provided by the module leader in the module handbook (if this is an academic project). If this is work related document then usually use Arial, Times New Roman, Callibri or Verdana size 12 wherever possible.

Ask a reliable friend/ friends to proof read! Avoid using a peer who is writing also the same essay. This might be confusing for both of you and might end up in unintentional (or even intentional) plagiarism.

https://www.southampton.ac.uk/assets/imported/transforms/content-block/UsefulDownloads_Download/384D482FC5CA4D50818771B8B1426C16/Organisation%20and%20time%20management%202014.pdf

Use a SMART methodology approach (Specific, Measurable, Achievable, Realistic, Timely)
http://www.birmingham.ac.uk/Documents/students/guide-to-academic-writing.pdf