It's worth putting time aside to think strategically about the term ahead. When are the quieter or busier periods? Are there any 'crunch' points? Can you bring any work forward so you can comfortably meet submission dates?

Use the [ASK Assignment Calculator](https://studyhubresources.fxplus.ac.uk/written-assignments/assignment-calculator) to break bigger research assignments into manageable tasks and milestones. To meet important deadlines, work backwards from the due date to figure out what needs to be done by when (see [Gantt Charts)](https://www.mindtools.com/pages/article/newPPM_03.htm). Add a block of time to show when each task is in progress. Add or delete columns and rows.

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|  | | Working backwards from the submission date, add a block of time to show when each task is in progress. | | | | | | | | | | | |
| **Assignment** | **Break into sub-tasks** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** |
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