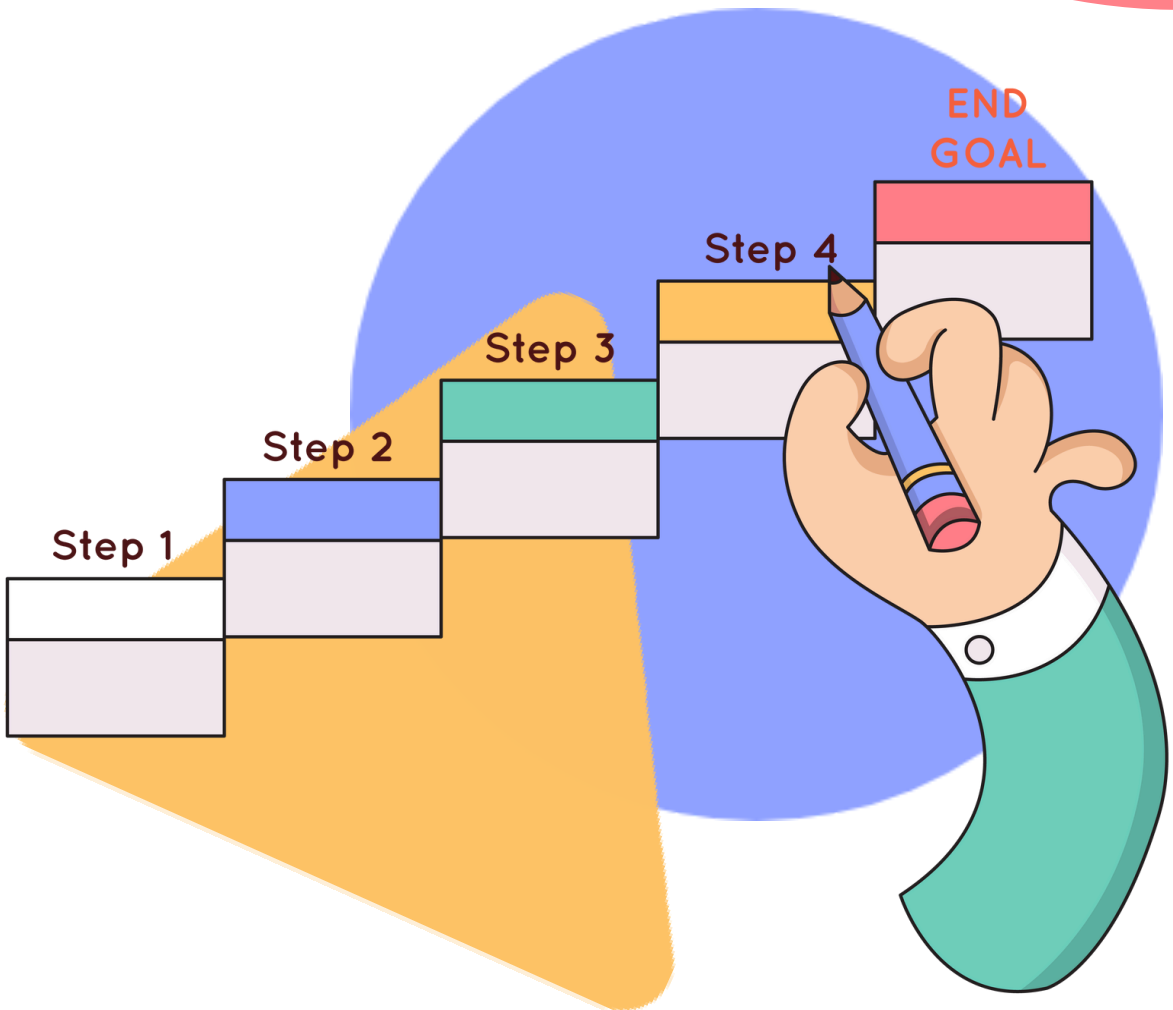
Long Term Project Toolkit



connections in mind



Intentions

My Intentions For The Project

Having good intentions about keeping on top of your project is one thing, but how will you reach your goal?

How do you want to feel at the end of the project?

I want to feel.....

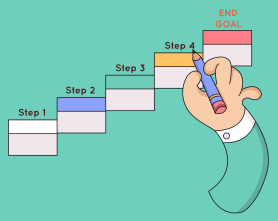
Four things you can do to help you get there:

1.

2.

3.

4.



Critical Path

Work from the deadline backwards

Long term research projects have lots of tricky steps - use this critical path analysis framework to help you plan your time.

Choose Topic
Time Needed

Decide Focus
Time Needed

Choose Title
Time Needed

Reading
Time Needed

Research
Time Needed

Pick Evidence
Time Needed

Plan Content
Time Needed

First Draft
Time Needed

Second Draft
Time Needed

Last Draft
Time Needed

Final Checks
Time Needed

Due Date

Start here and work backwards



My Project Strategies

What works for me?

Not all strategies work for everyone.

Strategy	Date Tried	How did it go?	Which subjects?
First Work, Then... (Have a reward for after it's done)		😊 😐 😔	
Eat the Frog (Do the hardest bit first)		😊 😐 😔	
Pomodoro (Work for 25 mins, rest for 5 mins)		😊 😐 😔	
Study Buddy (Work alongside friends - without distracting each other)		😊 😐 😔	
Fixed Schedule (Set number of hours a day and no more)		😊 😐 😔	
		😊 😐 😔	
		😊 😐 😔	
		😊 😐 😔	

Add your own here



My Study Space

Getting it right for you

Everyone needs a different environment for studying

Aspect	For me?	Plan	Ready?
Declutter workspace			
Place for phone away from desk			
Comfy Chair and Desk			
Well lit (natural or lamps)			
Snacks & Drinks			
Noise Levels (Ear phones / music)			
Time keeping (Clock / timer)			
Personalised (favourite things)			



Stationery

My Stationery Stock List

Make sure your are well-stocked to avoid frustration

Pens, Pencils Etc.

- ☐ Pencil case
- ☐ Blue/black rollerball pens
- ☐ Handwriting pen
- ☐ Highlighters
- ☐ HB pencils
- ☐ Pencil sharpener
- ☐ Rubber
- ☐ 30cm ruler (folding)
- ☐ Ink eraser/correction fluid

Art Supplies

- ☐ 2B/4B pencils
- ☐ Set of colouring pencils
- ☐ Glue stick
- ☐ Scissors

Language Supplies

- ☐ Dictionary & thesaurus

Maths Supplies

- ☐ Compass
- ☐ 360-degree protractor
- ☐ Scientific calculator

Computing Supplies

- ☐ Memory stick
- ☐ Earphones

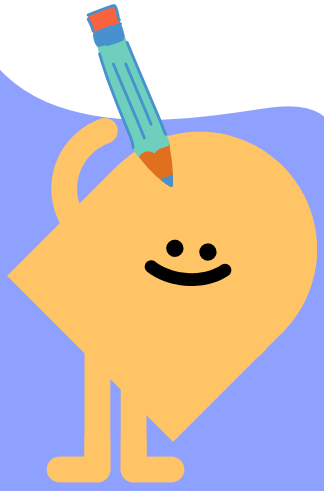
General Stationery

- ☐ A4 ring binder/lever arch file
- ☐ A4 subject divider cards
- ☐ A4 punched pockets
- ☐ Hole punch
- ☐ Spiral bound jotter
- ☐ Clear sticky back plastic for covering exercise books
- ☐ _____
- ☐ _____

Growth Mindset

Let's make learning challenges an opportunity to grow. Say it with us:

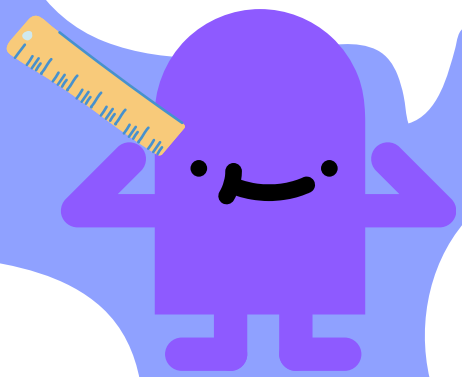
"I'LL GET BETTER WITH PRACTICE."



"I GROW THROUGH WHAT I GO THROUGH."



"THERE'S ALWAYS ROOM TO IMPROVE!"



"MISTAKES TEACH ME NEW LESSONS."



"CHALLENGES ALLOW ME TO GROW."



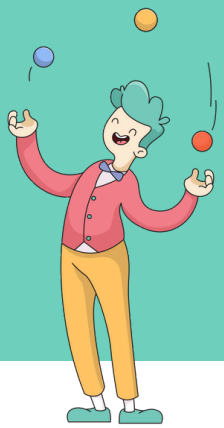


Time Estimation

How long will it take?

Improve your time estimation by assessing your accuracy

Subject	Topic	Time Estimate	Actual Time



Project Planner

Project Planner

Complete this planner to schedule your weekly project work

	Monday	Tuesday	Wednesday	Thursday	Friday
Session					
Break					
Session					
Break					
Session					
Break					
Session					

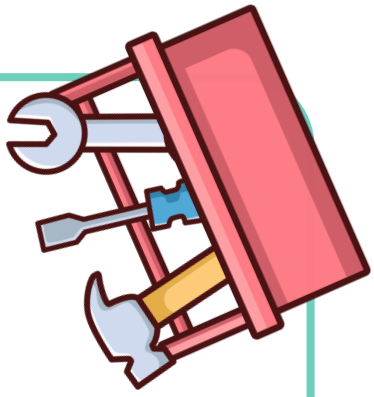


Getting Going

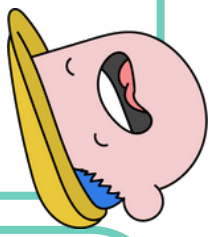
Getting Going Tool

Use this sheet to work out what's getting in the way of getting started

My strategies to try...

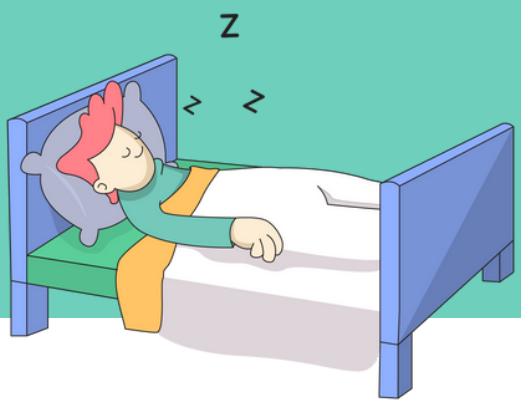


I am worried about ...



I am looking forward to...





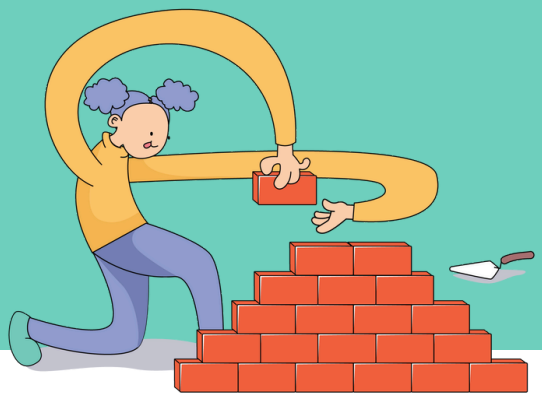
Evening Routine

My checklist

Prioritise good rest for strong executive functioning.

Time	To Do	Visual	Done?
	Snack		
	Reflect on Day		
	Project		
	Eat		
	Project		
	Chill Time		
	Wash		
	Bed		

Add your own here



Breaking it Down

Small Acheivable Chunks

Bite-sized tasks to make it less daunting

Task	How Long	Done?

Add your own here



Should I Change Track?

Cost Benefit Analysis

It might feel easier to start again, but what will I lose in the process? Give each cost/benefit a value out of 5 (5 = large impact; 1 = tiny impact). In total, are there more costs or benefits?

Cost	Value
Eg. Lost time researching current topic	5

Benefit	Value
Eg. Will get rid of feeling lost/full of doubt	2

Add your own here

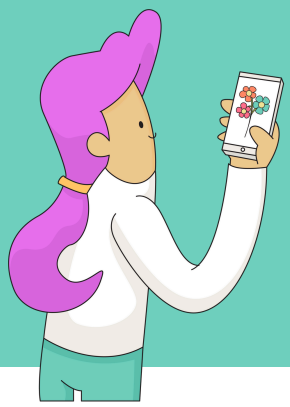


Date _____

REWARD PROGRESS

TASK	REWARD

1	2	3	4	5
6	7	8	9	10
11	12	13	14	15



Top Tech Tools For Projects



Don't type. Talk.

Using **voice-to-text** software for projects can save time and effort. Just say your thoughts out loud, let the software transcribe them, and proofread for errors. It's a quick and natural way to get projects done efficiently.

A **visual timer** is an excellent tool for enhancing your productivity. By setting specific time limits for each task and watching the timer count down, you can better manage your time, stay focused and keep motivated.





A **voice recorder pen** is a convenient solution for keeping track of your projects. With just a click of a button, you can quickly record the details of tasks you want to complete, without written notes. Listen back to keep on task

The Forest app is a fantastic tool for staying focused and productive during project work sessions. By setting a timer, you commit to working for a specific period, during which a virtual tree grows. If you exit the app before the timer, your tree dies. Projects gamified.

