**Script on time management for Avoiding Plagiarism tutorial**

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| **Video section/title header** | **Screen text** | **Script** |
| Intro | Hannah Doe  Vice President, Education  Students’ Union | Hi I’m Hannah from the Students Union. We asked Cardiff University student mentors for their top tips on time management and meeting deadlines and here is their really useful advice. |
| Make a schedule | Start early  Plan backwards  Break down you task  Set calendar alerts | So, when you have a deadline to meet, you should start making a schedule as soon as possible. Work backwards from the deadline to give yourself as much time as possible to deal with any unforeseen delays.  For larger pieces of work, try breaking down the task into smaller chunks with individual deadlines. This not only helps the task feel more manageable but enables you to set yourself realistic goals.  You could also add alerts to your calendar to remind you of your key deadlines. |
| Prioritise and manage your tasks | Make a weekly to do list  Prioritise the most important tasks | Once you’ve made your schedule, keep yourself on track with a weekly plan or ‘to do’ list. Listing your tasks can help you to clear your head and focus on what needs to be done.  You could use a white board, post-it notes or your calendar or diary - whatever works best for you.  Make sure you prioritise your tasks too. Decide which tasks are the highest priority and try to tackle them first. |
| Maximise your productivity | Choose a suitable study environment  Minimise distractions  Work at the times when you are most productive  Focus on tasks in short bursts of uninterrupted time and then take a quick break | When you need to study, make sure your environment is right for you; make yourself comfortable and minimise any distractions.  Try to figure out what times of day you work best and aim to schedule the more challenging tasks at those times.  If you are having trouble focusing, or just can’t get started, try the Pomodoro technique: set yourself one task to work on for 25 minutes, without distraction. And then give yourself a 5 minute break. You can even use a timer to keep yourself on track. |
| Organise your files and references | Set up dedicated folders  Use clear filenames  Remember to back up your work regularly  Keep a record of the sources you read and add them to your references list as you cite them in your work. | When you’re working, try to keep your notes and files organised. Set up dedicated folders to store notes, drafts and references. If you use clear filenames and regularly back up your work, you can avoid wasting time looking for lost files.  Another top tip is to keep a record of your references as you read. Note down the full reference and jot down any important page numbers. You can then add these to your assignment as you write.  You could use a reference management tool such as Zotero, Mendeley or EndNote to automatically create your bibliographies. |
| Look after your wellbeing | Take regular breaks and build in rewards  Set aside time to exercise and do the things you enjoy  Talk to others | Regular breaks are important for your wellbeing and to help you maintain concentration. Take a few minutes to stretch your legs, grab a drink and rest your mind.  Even when you have lots of work, try to build in times to do the things you enjoy.  Remember, if you have any concerns about your work, talk about how you are feeling with your friends, family or your personal tutor. And try to resist the temptation to compare your progress with others on your course. Remember everyone works in their own way. |
| Conclusion | “There is no ‘one size fits all’ approach to managing your time and hitting those deadlines”…  “…figure out what works best for you!  …”research different methods and test them out; you will soon have that ‘eureka’ moment”  Jack Le Bon, Student Mentor, Computer Science | I hope that some of these tips have inspired you. Remember – “there is no ‘one size fits’ all approach to managing your time and hitting those deadlines.  Just experiment with some of these tips, to help you figure out what works best for you. |