MAKING THE DAYS COUNT

SPECIAL POINTS OF INTEREST:

- Getting things done
- The 6 P rule
- Resources and Academic Writing Tips
- Brainstorming vs
 Brainswarming
- The 5 steps to an assignment plan

Key Words

Preparation, organization, success, plan, assignment, project, brainstorming, brainswarming, writing

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Assignment Plan

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The 5 Steps to a Great Assignment Plan

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Getting Things Done

- 1. Create an action plan by working backwards from the end point or the due date.
- 2. Prioritize your action plan and do one or more tasks a day until it is completed. Keep your task list small and realistic.
- 3. Ritualize productivity by setting aside time when you are most productive to get things done.
- 4. Practice working towards your goals each day until it becomes a good habit. Stay present and focused on the task at hand.
- 5. Put unrelated tasks on hold until you have what you set out to do completed or do the less important tasks during your less productive time of the day. Sometimes you'll need to say no to things that are less important than your studies and this doesn't mean one subject over another.

"Success depends upon previous preparation, and without such preparation there is sure to be failure."

- Confucius

The 6 P Rule

Proper Prior Preparation Prevents Poor Performance

In real-estate it's Location Location Location





In high performers it's

Preparation Preparation



Brainstorming vs Brainswarming

Brainstorming is a popular technique for generating ideas. The 'Brainstorming" phrase was coined in 1953 and became the most used technique for finding solutions and creating innovative ideas.

In 2014, in Harvards's Business Review, Dr Tony McCaffrey claimed brainstorming doesn't work. Instead he put forward his research-proven technique, Brainswarming. According to Myers Briggs Personality index—extravert thinkers excel by discussing ideas and bouncing them off others and need to

speak, however these individuals at times may dominate a group conversation and a brainstorming event.

Brainswarming is done on your own without speaking. By switching from talking to anonymously writing, each individual is able to write down their ideas without having to worry about being critiqued. Once all ideas are individually recorded they are anonymously laid out and reviewed by the group for themes, repetition and so on. When I have compared brainstorming results with brainswarming results, the latter revealed more ideas and highlighted some rich unique ideas. When everyone's ideas are laid out it can create a concept map which enables the creation of structured links.

Both are valid idea generating approaches depending on the situation.



Genius is 1% inspiration

and 99% perspiration"

— Thomas A. Edison

(inventor)



Resources and Academic Writing

- Three main information sources include:
 - 1. Primary sources (research articles, conference papers, reports and transcripts).
 - Secondary sources (review articles, newspapers, government documents and books).
 - 3. Tertiary sources (dictionaries, questionaries, encyclopaedia's, handbooks, and manuals)

Words & Phrases

- Linking words: for example..., one example is..., in this case...
- Words for contrast: however..., although..., despite..., even though...
- Words to indicate a repeat: as mentioned earlier..., as noted above..., furthermore..., in addition to...
- Concession words: while..., although..., however...
- Sequencing ideas: first...., firstly..., second... secondly..., finally..., thereafter..., lastly...
- Sum up words: finally..., in conclusion..., in short..., as has been stated..., in general...
- Connecting phrases: Similar results were found by..., This supports the study..., However..., These results complement..., It was also observed by...
- Qualifying phrases: it has been established that..., Taylor's (2016) results supports the..., The evidence of Taylor et al., (2016) is more convincing because...



The 5 Steps to an Assignment Plan

1 Theme, Idea or Task

- What are the parameters of the task? (ie: specific requirements, participants, target audience, deadlines, expectations of receiver and/or participants).
- Brainstorm your idea(s) and write them down, even if they seem silly.
- Brainswarm your idea if you are working in a group (What is brainswarming? See page 2).
- Do you need new skills or do you need to improve existing skills to complete the task?
- · Define the target and your desired end result.
- Try not to procrastinate, getting started is the hardest part. "If I waited till I felt like writing, I'd never write at all." Anne Tyler (novelist)

2 Working Idea

- Fine-tune your working idea, write a working title or statement of intent.
- Talk your working idea over with a friend.
- Explain your idea to someone that does not understand the topic to ensure you have covered all the information for informed and nieve audiences.
- "Ideas are the source of all things." Plato (philosopher)

3 Planning

- Material resources required (equipment, etc.).
- Information gathering (sureys, observations, internet, books, journals, periodicals, libraries, people, etc.).
- Time managment using a calendar, work backwards from the due date allowing 2-3 days for steps 1, 2 and 3 and 6-12 days for step 4.
- Set deadlines for several drafts and the final product (allow time for unforseen challenges).
- "Plans are nothing; planning is everyting." Dwight Eisenhower (American Presedent)

Work towards your planned deadlines.
 Have someone read your drafts and pro

- Have someone read your drafts and provide feedback.
- Remember good writing takes time and revision and then more revisions.
- Its is best to leave your assignment sit for a few days without thinking about it. After a
 mental break review your assignment to see if it has evidence of original thought and
 adequately addresses your topic. Is it relevant, persuasive and succinct.
- "There is no such thing as good writing, only good rewriting." Robert Graves (poet)
- "If I waited for perfection, I would never write a word." Margaret Atwood (author)

4 Execute

- Your final product (physical object, digital media, performance, presentation, written work, etc.).
- Before submission take one last look for typos, formatting, etc.
- Once you submit your work celebrate your success and don't worry about the outcome.
- "As a rule, men worry more about what they can't see than about what they can." Julius Caesar (Roman Leader)

5 Outcome

"Success occurs when opportunity meets preparation."

- Zig Ziglar (author & motivational speaker)

