

Time and working schedule for writing assignments

In order to gain an overview of the writing process and the time you have available for a task, it can be helpful for you to create a time and working schedule for your writing project. This will help you both to plan your tasks more efficiently and to reflect on your approach to writing a scientific paper. In a first step, you write down how much time you plan to use on a task and later you'll reflect on how much time it actually took you and if you need to adjust your schedule. The following table, based on Wolfsberger's (2010) description of the writing process, offers you a way of visualizing your plan clearly.

Exercise

- Think about how much time you have to complete your paper. Ideally, you should plan for about the same amount of time for all five phases of the process.
- Then estimate your time requirements for each phase as accurately as possible.
- Now distribute the work over the time available to you in a way that the tasks vary and don't get boring. To do this, check the boxes according to when you want to allocate your work.
- Revise your schedule as soon as you realize that you have over- or underestimated the time that you actually need.

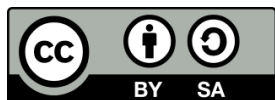
Note: A schedule is a model intended to provide clues to the process and an overview. Typically, however, the writing process is not as linear as implied by the listing of steps. The individual steps or phases often overlap and are repeated several times, e.g., in order to refine your topic and thesis, or to maintain motivation by alternating your writing tasks.

Literature:

Becher, Stephan: *Schnell und erfolgreich studieren*. 3rd Edition. Eibelstadt 2008, P. 146ff.

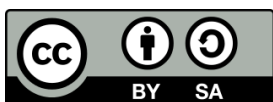
Boeglin, Martha: *Wissenschaftlich arbeiten Schritt für Schritt*. München 2007, P. 75.

Wolfsberger, Judith: *Frei geschrieben*. 3rd Edition. Vienna and others, 2010.



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Time (days)	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
1. Orientation and Planning: Research and Choosing a Topic																															
Choosing a topic																															
Researching material																															
Quick reading in order to get an overview																															
Consultation with professor/lecturer																															
Generating a thesis																															
2. Evaluating Material and Structure																															
Focused reading																															
Evaluating material, excerpting, mind maps, etc.																															
Exposé, structure																															
3. Writing Your First Draft																															
First draft																															
4. Get Feedback, Revise																															
Revision of content																															
Revision of style																															
Getting feedback																															
5. Correcting, Layout and Turning In																															
Incorporating corrections and feedback																															
Proofreading																															
Layout																															
Technical tasks (printing, binding, emailing)																															



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