

HOW TO GET ALL THIS DONE?

GOAL CREATING A FEASIBLE SCHEDULE

You might recognize this, having many tasks on your to-do list. You lose track, your restlessness increases. Some people then start working like crazy, while others avoid their work. A good schedule can help you gain an overview and calm down, so that you can work purposefully. The following steps can help you with this:

1

Write down all the tasks you still have to do, and split large tasks into smaller sub-tasks.

2

Note the deadlines for each (sub)task and then prioritize the tasks from most to least urgent/important.

3

Indicate for each (sub)task approximately how much time it will take; estimate the time generously so that you allow enough time in your schedule.

4

Create your schedule; plan breaks regularly and also block out time for unforeseen tasks.

5

Check that the schedule is complete, realistic, clear, and also sufficiently flexible, and then put the schedule in your agenda.

6

Follow your schedule, possibly using the tips below; adjust the schedule if necessary.

Sticking to your schedule can be difficult, but with the following tips it might be easier:

- Work as much as possible from a calm state of mind; if necessary start with short relaxation exercises (for example, breathing deeply five times).
- Don't forget to take breaks regularly to recharge; for instance, moving around (walking, dancing, etc.) can help.
- Reward yourself when you complete a (sub)task, for example, with something tasty or a fun activity.

SUPPORTING OTHERS

Encourage the other person to talk about the situation by listening, summarizing regularly, and asking questions; interrupt the other person as little as possible and avoid letting your opinion shine through in the conversation.

Sometimes emotions get in the way of thinking calmly and rationally; give the other person space to express those feelings and acknowledge that they are allowed to be there.

Encourage the other person to think broadly about tasks on the to-do list, including tasks outside of study or work.

Support the other person in prioritizing the (sub)tasks by drawing a timeline and placing all deadlines on it.

Help the other person to create a schedule that provides clarity and also enough space, so that the schedule is feasible.

Ask the other person to regularly report back to you on how following the schedule is going.

Perhaps give the other person the option to report to you whether a deadline has been met or not; celebrate every success and see any failures as part of a learning process.



Source:

Mevrouw Structuur. (n.d.). *Planning maken: Preciës weten wat je moet doen in 4 stappen* [Making a schedule: Knowing exactly what to do in 4 steps]. <https://mevrouwstructuur.nl/planning/planning-maken/>