

TIME MANAGEMENT: BACKWARDS PLANNING

Do you have a long-term project or exam ahead and you don't know where to start?

TRY BACKWARDS PLANNING!

Backwards planning is when you start with your end goal in mind and work backwards to develop a plan of action.

Some call this **FUTURE RETROSPECTION**, or looking back at a future event.

Instead of seeing your goal and starting where you are today, or working chronologically, consider planning the steps that you would take just before reaching the goal and working backwards to what steps you need to take today. If you can imagine future events as if they have already occurred you may be better able to visualize the steps to get there.

So, where do you start?

JUST FOLLOW THESE STEPS:

Identify what you want to accomplish by creating a SMART goal for your project

Be sure your goal is:

Specific
Measurable
Achievable
Relevant
Time-Bound

Note or create deadlines for each step.

Break the goal down into smaller actionable steps.

This helps you to manage your progress and avoid last minute cramming.

Include even the small details in your plan.

Create your Timeline.

Establish milestones so you can create a step-based timeline.

Estimate the time you will need for each step.

Establish target dates for set milestones.

Leave room for emergencies.

Collaborate and seek feedback on your plan

Feedback from instructors & peers can help you identify things you may have missed and be sure that your timeline is reasonable.

Adjust your calendar as needed.
Know yourself and be realistic.

BENEFITS:

This organizational tool can help you achieve your goal through efficient time management and high productivity.

It can increase your confidence and make the project seem less overwhelming.

It helps you avoid getting distracted by short-term roadblocks along the way by keeping a big-picture perspective.

It can improve academic performance by taking a goal-directed approach to your project.

