WRITING UP SCHEDULE

TODAY

SUBMISSION

Date	Task
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	☐

CHAPTER CHECKLIST (1)

Chapter 1

Draft ☐ References ☐ Proof read ☐

Headings ☐ Visuals/Charts ☐ Final ☐

Chapter 2

Draft ☐ References ☐ Proof read ☐

Headings ☐ Visuals/Charts ☐ Final ☐

Chapter 3

Draft ☐ References ☐ Proof read ☐

Headings ☐ Visuals/Charts ☐ Final ☐

Chapter 4

Draft ☐ References ☐ Proof read ☐

Headings ☐ Visuals/Charts ☐ Final ☐

Chapter 5

Draft ☐ References ☐ Proof read ☐

Headings ☐ Visuals/Charts ☐ Final ☐

Chapter 6

Draft ☐ References ☐ Proof read ☐

Headings ☐ Visuals/Charts ☐ Final ☐

Chapter 7

Draft ☐ References ☐ Proof read ☐

Headings ☐ Visuals/Charts ☐ Final ☐

Chapter 8

Draft ☐ References ☐ Proof read ☐

Headings ☐ Visuals/Charts ☐ Final ☐

Chapter 9

Draft ☐ References ☐ Proof read ☐

Headings ☐ Visuals/Charts ☐ Final ☐

Chapter 10

Draft ☐ References ☐ Proof read ☐

Headings ☐ Visuals/Charts ☐ Final ☐

CHAPTER CHECKLIST (2)

Title page

Draft ☐ Proof read ☐

Details ☐ Final ☐

Abstract

Draft ☐ References ☐ Proof read ☐

Headings ☐ Visuals/Charts ☐ Final ☐

Acknowledgements

Draft ☐ Proof read ☐

Names ☐ Final ☐

Table of contents

Draft ☐ Page numbers ☐

Proof read ☐ Final ☐

Appendix

Draft ☐ References ☐ Proof read ☐

Headings ☐ Visuals/Charts ☐ Final ☐

Bibliography

Draft ☐ Order correct ☐ Proof read ☐

Complete ☐ Style consistent ☐ Final ☐

Draft ☐ References ☐ Proof read ☐

Headings ☐ Visuals/Charts ☐ Final ☐

Draft ☐ References ☐ Proof read ☐

Headings ☐ Visuals/Charts ☐ Final ☐

Draft ☐ References ☐ Proof read ☐

Headings ☐ Visuals/Charts ☐ Final ☐

Draft ☐ References ☐ Proof read ☐

Headings ☐ Visuals/Charts ☐ Final ☐

CHAPTER CHECKLIST

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Draft ☐ References ☐ Proof read ☐
Headings ☐ Visuals/Charts ☐ Final ☐

Draft ☐ References ☐ Proof read ☐
Headings ☐ Visuals/Charts ☐ Final ☐

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Headings ☐ Visuals/Charts ☐ Final ☐

LAST CHECKS

WITH EXAMPLES

- [ ] Numbering of headings and chapter titles
- [ ] Abstract written and correct
- [ ] Captions of images, tables and graphs
- [ ] Acknowledgements written
- [ ] Page numbers

LAST CHECKS

(BLANK)

CHECKS: PRE-PROOF-READING

- [ ] Check overall argument of thesis
- [ ] Write abstract

CHECKS: DURING PROOF-READING

- [ ] Consistent use of tenses
- [ ] In-text citations in correct format

CHECKS: POST-PROOF-READING

- [ ] Page numbers
- [ ] Table of contents

PROOF-READING FEEDBACK SHEET

Date: Reader:

Aspect Feedback

DAILY PLANNER

Date: .....

6am	
7am	
8am	
9am	
10am	
11am	
12pm	
1pm	
2pm	
3pm	
4pm	
5pm	
6pm	
7pm	
8pm	
9pm	

Top priority

☐ .....

To do - writing up

☐ .....

☐ .....

☐ .....

☐ .....

☐ .....

☐ .....

☐ .....

To do - personal

☐ .....

☐ .....

☐ .....

☐ .....

☐ .....

☐ .....

☐ .....

Wellbeing plans

☐ .....

☐ .....

☐ .....

Overall word count

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WEEKLY PLANNER (1)

Date: .....

Week #: .....

Writing up tasks

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Word count goal

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Wellbeing plans

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Monday

7am	
8am	
9am	
10am	
11am	
12pm	
1pm	
2pm	
3pm	
4pm	
5pm	
6pm	
7pm	
8pm	

Tuesday

7am	
8am	
9am	
10am	
11am	
12pm	
1pm	
2pm	
3pm	
4pm	
5pm	
6pm	
7pm	
8pm	

Wednesday

7am	
8am	
9am	
10am	
11am	
12pm	
1pm	
2pm	
3pm	
4pm	
5pm	
6pm	
7pm	
8pm	

WEEKLY PLANNER (2)

Date: Week #:

Thursday

7am	
8am	
9am	
10am	
11am	
12pm	
1pm	
2pm	
3pm	
4pm	
5pm	
6pm	
7pm	
8pm	

Friday

7am	
8am	
9am	
10am	
11am	
12pm	
1pm	
2pm	
3pm	
4pm	
5pm	
6pm	
7pm	
8pm	

Saturday

Achievements this week

Sunday

Achieved word count

To do next week

MONTHLY PLANNER

Month: .....

Important dates

1	
2	
3	
4	
5	
6	
7	
8	
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Writing up plans

- [ ]
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- [ ]

Personal goals/plans

- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]

Wellbeing plans

- [ ]
- [ ]
- [ ]
- [ ]

Word count goal

- [ ]

REWARDS

THINGS I WILL DO AFTER HANDING IN