

THESIS PLANNER

Research progress

	Start	Finish
Literature review		
	Start	Finish
Research question		
	Start	Finish
Research objectives		
	Start	Finish
Methodology		
	Start	Finish
Data collection		
	Start	Finish
Data analysis		
	Start	Finish
...		
	Start	Finish
...		

Writing progress

	Plan	Draft	Final		Plan	Draft	Final
Chapter 1:				Abstract			
Chapter 2: _____				Acknowledgements			
Chapter 3: _____				Glossary			
Chapter 4: _____				Bibliography			
Chapter 5: _____				Appendix			
Chapter 6: _____				_____			
Chapter 7: _____				_____			
Chapter 8: _____				_____			
Chapter 9: _____				_____			
Chapter 10: _____				_____			

SUPERVISION PREPARATION

Day of meeting: _____

PhD term: _____

Progress since last meeting

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Questions & issues to be discussed

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SUPERVISION RECORD

Day of meeting: _____

Meeting number: _____

Attendees: _____

PhD term: _____

Discussion points and advice received

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Actions until next meeting

Student

Supervisor(s)

Date of next meeting

Signature supervisor

Signature student

CHAPTER PLANNER

Chapter 1

.....	Structure	Draft
.....		
.....	Bibliography	Final

Chapter 2

.....	Structure	Draft
.....		
.....	Bibliography	Final

Chapter 3

.....	Structure	Draft
.....		
.....	Bibliography	Final

Chapter 4

.....	Structure	Draft
.....		
.....	Bibliography	Final

Chapter 5

.....	Structure	Draft
.....		
.....	Bibliography	Final

Chapter 6

.....	Structure	Draft
.....		
.....	Bibliography	Final

Chapter 7

.....	Structure	Draft
.....		
.....	Bibliography	Final

Chapter 8

.....	Structure	Draft
.....		
.....	Bibliography	Final

Chapter 9

.....	Structure	Draft
.....		
.....	Bibliography	Final

Chapter 10

.....	Structure	Draft
.....		
.....	Bibliography	Final

[illegible]

Researched

[illegible]

Research question/aim

MILESTONE PLANNER

	Deadline	Milestones	In-between tasks
LITERATURE RESEARCH			
DATA COLLECTION			
ANALYSIS			
WRITING			

DAILY PLANNER

Date:

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

Top priority

To do - academic

To do - personal

Wellbeing plans

Today's word count

WEEKLY PLANNER (1)

Date:

Week no:

Goals this week

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Word count goal

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Wellbeing plans

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Monday

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6pm	
7pm	
8pm	

Tuesday

7am	
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12pm	
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4pm	
5pm	
6pm	
7pm	
8pm	

Wednesday

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12pm	
1pm	
2pm	
3pm	
4pm	
5pm	
6pm	
7pm	
8pm	

WEEKLY PLANNER (2)

Date:

Week no:

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

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Achievements this week

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Sunday

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Achieved word count

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To do next week

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MONTHLY PLANNER

Month:

Important dates

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Academic goals/plans

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Personal goals/plans

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Wellbeing plans

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Word count goal

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TERM PLANNER

Term and year: _____ PhD year: _____

Research & writing goals

Deadline

Training

Conferences & networking

Publications

Teaching

Word count goal

Personal goals & wellbeing

YEARLY PLANNER

Calendar year: _____ PhD year: _____

Research & writing goals

Deadline

Training

Conferences & networking

Publications

Teaching

Word count goal

Personal goals & wellbeing

Finished

Chapter 1:

Chapter 2:

Chapter 3:

Chapter 4:

Chapter 5:

Chapter 6:

Chapter 7:

Chapter 8:

Chapter 9:

Chapter 10:

Abstract

Acknowledgements

Bibliography

Appendix

Glossary

POTENTIAL VIVA QUESTIONS

WITH EXAMPLES

Questions

Answer ready

Why did you decide on this particular research question?

What have you found the most interesting aspect of your research?

Summarise your thesis in one sentence.....

Why is this topic relevant and to whom?

What are your original key findings?.....

POTENTIAL VIVA QUESTIONS

BLANK

Questions

Answer ready

KEY AUTHORS

Author/researcher	Field	Key works	Country/uni

TEACHING SESSION PLANNER

Course:

Session:

Date:

Content to cover

Questions for discussion

Tasks for next session

Structure/content

Finished

Layout/design

[illegible]

Finished

Revisions

[illegible]

[illegible]

[illegible]

NOTES

Date:

Handwriting practice lines consisting of 40 horizontal dotted lines.