# Time Management Tips – Monthly planner

A monthly planner can be useful for seeing important tasks at a glance and can be particularly useful for noting deadlines. You can use this monthly planner for listing out all your activities but why not try using it to plan out your deadlines.

* List each task by deadline date.
* Fill in the deadlines on your monthly calendar.
* Break down each task into its basic elements: planning, research, critical analysis, writing and proofing.
* Work backwards from proofing to planning and allocate reasonable timescales.
* Allocate the days on your monthly calendar.
* Allocate specific times on your weekly calendar with specific tasks.

| **Mon** | **Tues** | **Weds** | **Thurs** | **Fri** | **Sat** | **Sun** |
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