

Ten tips for managing dissertations

- 1) Be positive! – identify the skills you have already have gained and achieved
- 2) Choose your environment – see 'Where and when to study'
- 3) Minimise distractions when you have set time aside to study – use the time management tools and tips including '4-D approach'
- 4) Find ways of getting started – break the white page, find your first useful source/reference
- 5) You do not have to start at the beginning, but you do need to know where to start – see our 'Planning and Preparation' tips
- 6) Make tasks small and work through tasks in stages – a dissertation will be made up of a series of much shorter sections/chapters, and most tasks can be broken into smaller steps – see 'Storing information and keeping good records'
- 7) Work in short bursts – set aside 30 mins for a focused, specific, do-able task
- 8) Ask for and access advice – e.g. if you are unsure about how to accurately use punctuation, look at the Aries site for online examples and advice
- 9) Talk to people – your peers, your tutor/supervisor
- 10) Do not let perfectionism overwhelm you