

MAKING THE  
DAYS COUNT

**SPECIAL  
POINTS OF  
INTEREST:**

- Getting things done
- The 6 P rule
- Resources and Academic Writing Tips
- Brainstorming vs Brainswarming
- The 5 steps to an assignment plan

**Key Words**

Preparation, organization, success, plan, assignment, project, brainstorming, brainswarming, writing

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# iAspire Student Support

The 5 Steps to a Great Assignment Plan

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## Getting Things Done

1. Create an action plan by working backwards from the end point or the due date.
2. Prioritize your action plan and do one or more tasks a day until it is completed. Keep your task list small and realistic.
3. Ritualize productivity by setting aside time when you are most productive to get things done.
4. Practice working towards your goals each day until it becomes a good habit. Stay present and focused on the task at hand.
5. Put unrelated tasks on hold until you have what you set out to do completed or do the less important tasks during your less productive time of the day. Sometimes you'll need to say no to things that are less important than your studies and this doesn't mean one subject over another.

*“Success depends upon previous preparation, and without such preparation there is sure to be failure.”*

*- Confucius*

## The 6 P Rule

Proper Prior Preparation Prevents Poor Performance

In real-estate it's Location Location Location



In high performers it's

Preparation Preparation Preparation



# Brainstorming vs Brainswarming

Brainstorming is a popular technique for generating ideas. The ‘Brainstorming’ phrase was coined in 1953 and became the most used technique for finding solutions and creating innovative ideas.



In 2014, in Harvard’s Business Review, Dr Tony McCaffrey claimed brainstorming doesn’t work. Instead he put forward his research-proven technique, Brainswarming. According to Myers Briggs Personality index—extravert thinkers excel by discussing ideas and bouncing them off others and need to speak, however these individuals at times may dominate a group conversation and a brainstorming event.

Brainswarming is done on your own without speaking. By switching from talking to anonymously writing, each individual is able to write down their ideas without having to worry about being critiqued. Once all ideas are individually recorded they are anonymously laid out and reviewed by the group for themes, repetition and so on. When I have compared brainstorming results with brainswarming results, the latter revealed more ideas and highlighted some rich unique ideas. When everyone’s ideas are laid out it can create a concept map which enables the creation of structured links.

Both are valid idea generating approaches depending on the situation.



*Genius is 1% inspiration  
and 99% perspiration”*  
— Thomas A. Edison  
(inventor)

*“By failing to  
prepare, you are  
preparing to fail”*  
- Benjamin Franklin  
(politician)

## Resources and Academic Writing

- Three main information sources include:
  1. Primary sources (research articles, conference papers, reports and transcripts).
  2. Secondary sources (review articles, newspapers, government documents and books).
  3. Tertiary sources (dictionaries, questionnaires, encyclopaedia's, handbooks, and manuals)



### Words & Phrases

- Linking words: for example..., one example is..., in this case...
- Words for contrast: however..., although..., despite..., even though...
- Words to indicate a repeat: as mentioned earlier..., as noted above..., furthermore..., in addition to...
- Concession words: while..., although..., however...
- Sequencing ideas: first..., firstly..., second... secondly..., finally..., thereafter..., lastly...
- Sum up words: finally..., in conclusion..., in short..., as has been stated..., in general...
- Connecting phrases: Similar results were found by..., This supports the study..., However..., These results complement..., It was also observed by...
- Qualifying phrases: it has been established that..., Taylor’s (2016) results supports the..., The evidence of Taylor et al., (2016) is more convincing because...



# The 5 Steps to an Assignment Plan

