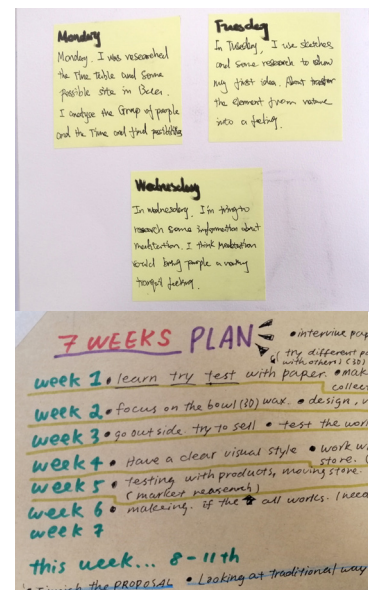


Time management// You need to plan your time to meet the deadline and end this project successfully.

1. Be aware of the **project schedule** and the time left until the submission.
2. Draw a table and write **what you have done so far**, per day or week depending on the project's duration.
3. Write down specifically **what you are going to do today**.
4. **What will you do this week?** Set yourself 2 or 3 main tasks per day.

Lunch				



5. Write down what you will do in the **weeks to come** to meet the deadline. Set yourself the main tasks.
6. Ask for **feedback** to see if your planning is doable or if steps are missing.

WEEKLY PLAN

	Monday	Tuesday	Wednesday	Thursday	Friday	Weekend
MORNING	<ul style="list-style-type: none"> Research Chinese death culture (The nether world) (The Ghost festival) 	<ul style="list-style-type: none"> Research about Buddhism reincarnation Elysium 	<ul style="list-style-type: none"> The day of the dead (different) 	<ul style="list-style-type: none"> modify proposal continue to research 	<ul style="list-style-type: none"> summary and make the idea more specific think about concept 	<ul style="list-style-type: none"> visit the gallery (today art museum)
AFTERNOON	<ul style="list-style-type: none"> Research Chinese death culture write on the notebook 	<ul style="list-style-type: none"> Research other country's festival death day about death 	<ul style="list-style-type: none"> Research other in research fish 	<ul style="list-style-type: none"> continue to research 	<ul style="list-style-type: none"> 3:15 - 4:15 Jamna's class (reflection) Plan for weekend 	<ul style="list-style-type: none"> Xu Qu Solo exhibition Plan for next week