



## OATS method adapted from Mike Clayton: **Outcomes - Activities - Time - Schedule**

- **Step 1:** Use the ‘**outcomes column**’ to list what you need to produce/do. These will be your overall goals or objectives for the project.
- **Step 2:** Use the ‘**activities column**’ to list the things that you need to do to achieve your outcomes.
- **Step 3:** Use the ‘**time column**’ to estimate how long each task might take e.g. an hour, a day, a week?
- **Step 4:** Schedule the tasks: use the ‘**Priority**’ column to consider the importance of each task. Label it in terms of ‘now, soon or later’ or ‘1,2,3’. Then put an estimated date/academic week in the ‘**When**’ column.

### Example:

Outcomes: what?	Activities: how?	Priority	Time	When
	Research into advertising campaigns with alcohol. <input type="checkbox"/>	NOW	1 week	Week 2/3
	Visit library to find still life photography books. <input type="checkbox"/>	SOON	1 day	Week 2/3
	Select pictures from test shoots; reflect & analyse. <input type="checkbox"/>	SOON	½ day	Week 4/5
	Select final images; evaluate (strengths + weaknesses). <input type="checkbox"/>	LATER	½ day	Week 6/7

**Tip:** See more time techniques on Mike Clayton’s website: <https://mikeclayton.co.uk/books/brilliant-time-management/>





# Study Skills: To Do List

Outcomes: What?	Activities: How? (Insert targets below)	Priority	Time	When
Outcome 1:	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			
Outcome 2:	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			
Outcome 3:	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			





# Study Skills: To Do List

Outcomes: What?	Activities: How? (Insert targets below)	Priority	Time	When
Outcome 4:	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			
Outcome 5:	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			
Outcome 6:	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			

