

OATS method adapted from Mike Clayton: outcomes - activities - time - schedule

- Step 1: Use the 'outcomes column' to list what you need to produce/do.
- 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.

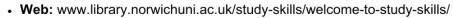
Example:

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



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VLE: https://tinyurl.com/mpk3auzt







To do list

Outcomes: What?	Activities: How?	Priority	Time	When
Outcome 1:				
<u></u>				
Outcome 2:				
Outcome 3:				
Outcome 4:				
Outcome 5:				





• VLE: https://tinyurl.com/mpk3auzt

• Web: www.library.norwichuni.ac.uk/study-skills/welcome-to-study-skills/



