



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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Outcomes: What?	Activities: How?	Priority	Time	When
Outcome 1:				
Outcome 2:				
Outcome 3:				
Outcome 4:				
Outcome 5:				



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