

Tips for Thesis/Advanced project Writing  
**On Organization: Meeting the Deadline**

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**1. Start as early as you can**

- A good thesis or advanced project is first and foremost one that is done.
- You have been researching your topic or conducting your project since Module 3 and now you need to write it. Give yourself about six good weeks to finish writing and finish about 10 days before the official deadline.
- There is always a better way to write what you have written, a better organization or outline, or more pertinent and unexplored areas of investigation, but you need to get the “baby” out. Now is the time to “just do it,” as Nike suggests.
- Overcoming your apprehension and starting to write following a reasonable schedule will build up your confidence and strengthen your determination and focus.
- A good thesis/advanced project is first of all a well-written one, and it follows the requirements. Deviating from the guidelines is welcome but must be discussed with the supervisor beforehand.

**Establish a timetable**

- You should have a deadline to stop researching, to complete the outline, to write your first draft and to finish your final draft.
- Plan to complete the final draft 10 days before your thesis/advanced project is due. In case of the unexpected, you will still have time to finish, or if you finish you will have plenty of time to have it read by qualified people and to make corrections.

**2. Your timetable should have mini-deadlines**

For each important step – introduction, chapters, conclusion, etc. – set up mini-deadlines. Strictly follow them because the temptation is always strong to want to start the next day. It will make it easy for your peers or supervisor to make comments.

**3. Include in your daily timetable, achievable simple targets (300–400 words, tables. etc.)**

**4. Make sure your working environment is convenient and comfortable.**

- The office or the home might be full of distractions and movements. If you can handle them, they are okay. If not, either you make sure that you create or redesign your environment to make it conducive to your work (working hours, knowing when to rest, when to avoid the noise, whom to talk to and when, etc.)
- Your monitor should be at eye-level, you should use an ergonomic chair and have your feet flat on the floor.
- If you cannot have everything under control, it might be a lot simpler and more efficient to work from a café, a school, and a cybercafé.

**5. Make sure your working environment is distraction free – electronic noise, TV, easy Internet access, extended family/friends disturbance, etc.**

Ideally, you should avoid the Internet, your cell phone or other electronic noise, or shut off all of them, including email notifications and chats.

**6. Only turn on the computer when you know exactly what you're going to do or watch**

**7. Avoid the Internet – unless it is absolutely necessary.**

Those hyperlinks can get you lost and waste your precious time.

**8. If you cannot do without the Internet, check email only at specific times or intervals**

It might even not be that necessary. Email has become one of the most intrusive distractions in the modern workplace and house.

**9. Work for 30 to 45 minutes at a stretch and take a 5 to 10-minute break**

- During the break, take your tired eyes away from the computer, go and drink a cup of tea or coffee or something else and stretch your legs, arms and neck.
- If you receive a call or have an unrelated idea, respond or put it on paper and do it later.

**10. Take care of yourself**

Exercise, eat well, sleep well, and socialize very moderately. If you follow the pieces of advice above-mentioned, you'll have time to spare for your passions.