

FALLING BEHIND? How to Catch Up: A Short Guide

- **Start the change today:** ditch guilt and blame, and focus on what you can do **NOW**.
- **Get clarity:** Is there an area that especially worries you? Often, putting off tackling this is the reason you got behind. This is a very supportive University: someone will help, but they need to know what is happening. * Ask for specific help and show that you are determined to catch up. Seeing your way forward will give you energy.
- **Make a list.** This is a vital part of your catching up strategy. List the major things you need to do to keep up with your work. This will free your mind to get to grips with one of these major items. Give yourself credit for small steps towards the whole.
- **Use time well.** Even a 15 minute break between lectures or activities can be used to get some study done, some reading achieved, an essay planned. Maximise spare time as well as your major study time.
- **Get it done:** is there an item you have *almost* completed? Start here. The minute you submit or complete something you will feel better and know that catching up is doable.
- **Get out of the rut:** change your routine, where you work, get a different perspective.
- If there are other contributory circumstances such as difficulties at home, illness or uncertainty about your choice of course, please consult your tutor as soon as possible.

****Ask the appropriate person: as a guide: For help with an essay on a particular topic, the unit tutor will have the knowledge as they set the work. If there are a number of outstanding pieces or impending deadlines, then approaching your personal tutor to look at the position as a whole is likely to be helpful.***

Senior tutors can be alternates to personal tutors.

For taught postgraduates, the supervisor is the main option, but there may be alternatives, depending on the topic: for example, research methods training may be coordinated and work set by staff other than the supervisor.

For regular motivation sessions, come to study strategy at the Student Counselling Service, Wednesday 12.30 - 1.20. Book your place at reception or at www.bristol.ac.uk/student-counselling