

DEADLINE MAPPING

Visual Term Timeline - Map ALL Your Deadlines

How to Use This Template:

1. GATHER: Get all your and assessment specifications.
2. IDENTIFY: Find every single deadline (in-class assessments, essays, reports, presentations, exams, etc.)
3. COLOUR CODE: Use different colours for different modules
4. MAP: Plot each deadline on the timeline
5. SPOT: Circle or star any 'collision points' where multiple deadlines cluster together

Your Information:

Your Name:	
Academic Year:	
Term:	

Your Modules This Term:

List all your modules and assign each a colour for the timeline:

Module Code	Module Name	Your Colour Choice
e.g., PSY101	e.g., Introduction to Psychology	e.g., Yellow

YOUR TERM DEADLINE TIMELINE

In each week box, write the assignment title/type, module code, and deadline date.

Use colours to make patterns visible!

Week	Deadlines This Week	Assignment Details	Collision Alert
Week 1			
Week 2			
Week 3			
Week 4			⚠ Check here
Week 5			
Week 6			
Week 7			
Week 8			⚠ Check here
Week 9			
Week 10			
Week 11			
Week 12			⚠ Check here

You can move this collision alert to where needed

DEADLINE ANALYSIS & ACTION PLAN

Collision Points Identified:

Which weeks have multiple deadlines clustering together?

High-Risk Periods:

When will you be most stretched? Why?

Early Wins:

Are there any assignments you could start early to reduce pressure later?

Resources Needed:

What support, materials, or help will you need and when?

Buffer Time:

Where can you build in buffer time for unexpected challenges?
