

**SYSTEMS:**  
**4. THE 2-4-8 RULE**

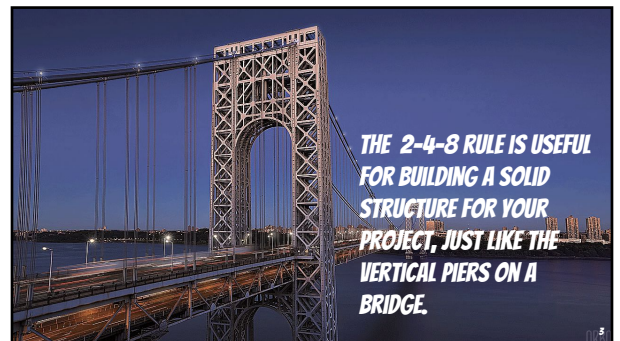
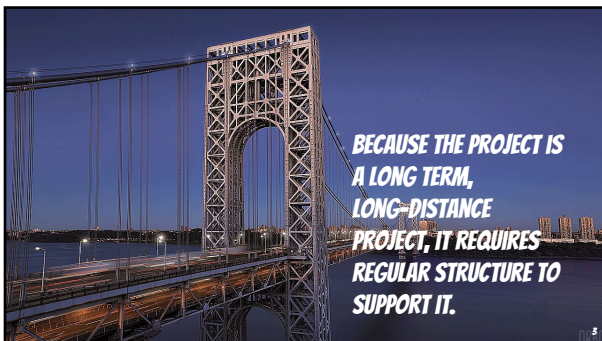
***Q. HOW LONG IS THE  
WORLD'S LONGEST BRIDGE?***

***A. 102.4 MILES!!!***

***BUILT IN 2011, THE  
DANYANG-KUNSHAN GRAND  
BRIDGE IN CHINA, CARRIES THE  
SHANGHAI-BEIJING RAILWAY.***

**IMAGINE A  
BRIDGE.**

**...IT'S PROBABLY SIMILAR  
TO THIS ONE.**



**EXAMPLE 1 - THE SHORT-TERM PROJECT....**

**... "YOU HAVE 2 WEEKS TO COMPLETE THIS"**

**TARGET 1 -**

**2 DAYS...**

- × To get the project underway make a quick start by making a note of what you would like to achieve, e.g.:
  - × A side of writing
  - × 500 words
  - × 3 hrs of reading
  - × Research and notes
  - × A detailed mind-map

**... "YOU HAVE 2 WEEKS TO COMPLETE THIS"**

**TARGET 2 -**

**4 DAYS LATER...**

- × Where do you want to be 4 days later...
- × Half way through would be a sensible plan,
- × Break the back of the task – get through the hard bit, e.g.
  - × Finished Introduction
  - × Written 250 words
  - × Done 1 1/2 hrs reading / Research
  - × Completed outline of Mind Map

**EXAMPLE 1 - THE SHORT-TERM PROJECT....**

**TARGET 3 -**

**8 DAYS LATER...**

- × Deadline day!!
- × Assignment needs to be handed in and must be complete
- × Make sure you have finished early and made any adjustments

**EXAMPLE 2 - THE LONG-TERM PROJECT....**

**"YOU HAVE 3 MONTHS TO COMPLETE THIS PROJECT!"**

**SOMETIMES COURSEWORK SUBMISSIONS HAVE MUCH LONGER DEADLINES LIKE THIS.**

**IN THESE SITUATIONS IT IS WORTH WORKING BACKWARDS FROM YOUR TARGETS LIKE THIS:**

**TARGET 3 -  
8 WEEKS UNTIL SUBMISSION**

- ✦ In the early stages, you should find an example of what you are trying to achieve
- ✦ For example, another student's coursework submission from the previous year.
- ✦ Ask yourself, "how do I want mine to look?" take elements from the example and decide how you want your own to look
- ✦ Make a list of what needs to be done by the end of the project
- ✦ Get started on rough, early versions or drafts

**TARGET 2 -  
4 WEEKS UNTIL SUBMISSION.**

- ✦ Make notes of where you would like to be halfway through, assuming it's all going really well.
- ✦ By now you will have been working on early versions and fleshing them out.
- ✦ How many sections will be complete in rough form by this point?
- ✦ What will your word count be?
- ✦ What reading and research will you have completed and incorporated by this point
- ✦ What standard will you have achieved

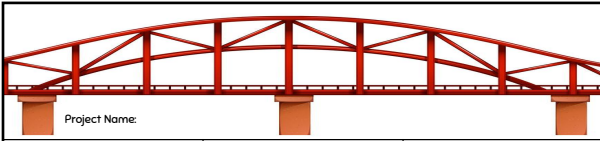
**TARGET 1 -  
2 WEEKS UNTIL SUBMISSION**

- ✦ If you have already met your targets to this point, you'll know very clearly what needs to be done to complete your project.
- ✦ You can begin the final stages of the project in earnest, e.g.
  - ✦ Writing up the final stages / conclusion
  - ✦ Completing the bibliography / appendices or..
  - ✦ Deciding on the formatting/presentation of your work.
- ✦ Also ask yourself the following questions:
  - ✦ What groundwork still needs to be done?
  - ✦ How many words are still left?
  - ✦ How will you conclude, and reference?

Project Name:		
Delivery Stage 1	Delivery Stage 2	Delivery Stage 3
Date:	Date:	Date:
Target 1 (To be complete):	Target 2 (To be complete):	Target 3 (To be complete):
Notes	Notes	Notes

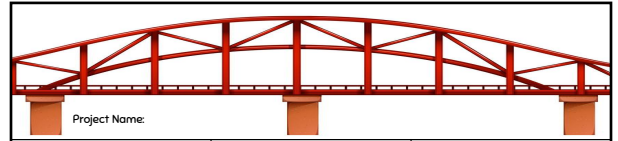
Project Name:		
Delivery Stage 1	Delivery Stage 2	Delivery Stage 3
Date:	Date:	Date:
Target 1 (To be complete):	Target 2 (To be complete):	Target 3 (To be complete):
Notes	Notes	Notes

This example is a useful template for breaking down a project into smaller "chunks"



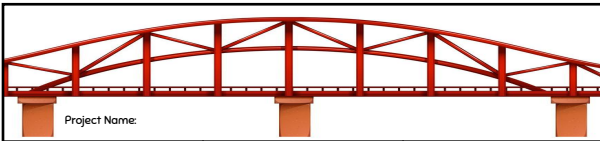
Project Name: \_\_\_\_\_

Delivery Stage 1	Delivery Stage 2	Delivery Stage 3
Date: _____	Date: _____	Date: _____
Using the 2–4–8 rule, try creating 3 targets for a project you have coming up.	(To be complete): _____	Target 3 (To be complete): _____
	_____	Notes



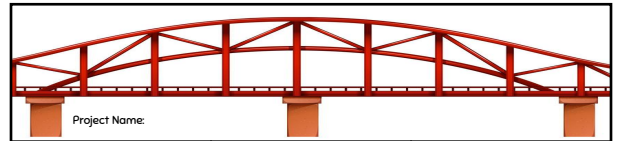
Project Name: \_\_\_\_\_

Delivery Stage 1	Delivery Stage 2	Delivery Stage 3
Date: _____	Date: _____	Date: _____
Spread the targets equally by date, just like the bridge supports.	(To be complete): _____	Target 3 (To be complete): _____
	_____	Notes



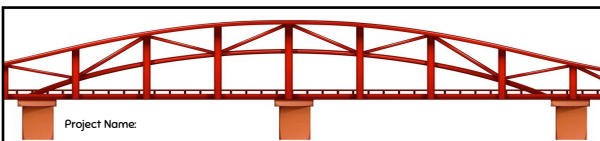
Project Name: \_\_\_\_\_

Delivery Stage 1	Delivery Stage 2	Delivery Stage 3
Date: _____	Date: _____	Date: _____
For each target commit to having completed specific parts of the project by the date shown.	(To be complete): _____	Target 3 (To be complete): _____
	_____	Notes



Project Name: \_\_\_\_\_

Delivery Stage 1	Delivery Stage 2	Delivery Stage 3
Date: _____	Date: _____	Date: _____
Add the details in the notes section. Be clear so when you go back you will understand what you need to do!	(To be complete): _____	Target 3 (To be complete): _____
	_____	Notes



Project Name: \_\_\_\_\_

Delivery Stage 1	Delivery Stage 2	Delivery Stage 3
Date: _____	Date: _____	Date: _____
Share your ideas with a friend / tutor and get their feedback.	(To be complete): _____	Target 3 (To be complete): _____
	_____	Notes

### FINAL THOUGHTS...

1. *Chunking large projects into smaller, more manageable tasks is brilliant for reducing stress.*
2. *The process makes you feel less daunted about starting a difficult or lengthy project.*
3. *Are you are currently working on any projects that you could apply this strategy to?*
4. *Make a list and decide on some to try this with.*