FolarraStudio

Thesis Planner

research · write · submit

UNDATED · PRINTABLE · RESEARCH, CHAPTERS & DEADLINES

This Planner Belongs To

for dissertations and big research projects

NAME _____

PROGRAM _____

UNIVERSITY _____

SUPERVISOR _____

SUBMISSION DATE _____

How to use this planner

- Print the whole planner once, then print extra copies of the pages you use most, such as the Chapter Planner and Literature Log pages.
- Print at 100% / Actual size on A4 or US Letter paper. The printable pages have a white background to save ink.
- Hole-punch the pages and keep them in a binder, so you can add pages any time.
- Every page is undated, so you can start in any month of any year.
- Map the milestones first, then track chapters, sources and writing time.
- Digital planner: open the hyperlinked PDF in any PDF annotation app and tap the tabs to jump between sections.

My research word

Why this research matters

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Project Overview

the heart of your thesis

WORKING TITLE _____ FIELD _____

SUPERVISOR _____ DEADLINE _____

Research question

Aims & objectives

- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
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- [ ]
- [ ]
- [ ]

Methods

Why it matters

Milestones

from proposal to submission

MILESTONE	DUE	DONE	NOTES
Proposal		☐	
Ethics approval		☐	
Literature review		☐	
Data collection		☐	
Analysis		☐	
Draft chapters		☐	
Full draft		☐	
Supervisor feedback		☐	
Final edits		☐	
Formatting		☐	
Submission		☐	
		☐	
		☐	
		☐	
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		☐	
		☐	
		☐	

Chapter Planner

structure and progress

CHAPTER	WORDS TARGET	WORDS DONE	DRAFT	EDITED	FINAL
			☐	☐	☐
			☐	☐	☐
			☐	☐	☐
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Literature Log

sources you have read

AUTHOR / YEAR	TITLE	KEY POINTS	USE IN

Source Notes

one key source per page

AUTHOR _____ YEAR _____

TITLE _____ TYPE _____

Summary

Key quotes

Strengths & gaps

How I will use it

Supervisor Meetings

notes and next steps

DATE _____ WITH _____

Discussed

Feedback

Actions

- [ ]
- [ ]
- [ ]
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Next meeting

Writing Tracker

words and hours each day

MONTH _____ GOAL _____

DAY	WORDS	TOTAL	HOURS	WORKED ON
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
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29				
30				
31				

Data & Analysis Log

what you did and found

DATE	TASK	RESULT	NEXT STEP

Final Checklist

before you submit

Content

- [ ] Argument is clear
- [ ] Chapters link up
- [ ] Research question answered
- [ ] Limitations noted
- [ ] _____
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References

- [ ] Every citation listed
- [ ] Style is consistent
- [ ] Page numbers correct
- [ ] _____
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Format

- [ ] Title page
- [ ] Contents & figures
- [ ] Margins & fonts
- [ ] Word count
- [ ] Proofread aloud
- [ ] _____
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Notes



FolarraStudio

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