

Project Management: There's No Time Like the Present



By Nancy Weiner

Remember reviewing the syllabus from each of your classes at the beginning of the semester? Were you relieved when you discovered that many of your major projects and research papers weren't due until December? Did you think to yourself, I have plenty of time to get that done, no need to worry about that now? You are not alone. Most college students, heck, most people, have a tendency to procrastinate.

While it is easier said than done, when you are facing a deadline it is usually a good idea to start sooner rather than later. Not sure how to begin? No problem. That's what the staff at Cheng Library specializes in: helping you with your research needs. We do this in person seven days a week, including nights and weekends, by email and phone, and via our chat reference service. You can also schedule an appointment with a librarian at a mutually convenient time to discuss your project.

Many of you are adept at handling your school responsibilities during the semester, even while work, family and other obligations compete for your attention. You may have noticed that your final projects and term papers may be due the same week or same day at the end of the semester. Unless you prioritize and organize what you need to get done, the stress can have a negative impact on the quality your work.

One way to lessen the pressure of the end of semester crunch is to review what is required for each of your classes NOW. If you have projects or assignments that require outside sources, begin researching and locating your sources. This doesn't mean that you have to complete the writing portion of the assignment today (or even next week) but it does give you enough time to seek help if you have trouble finding appropriate sources rather than waiting until the last minute. Plus it gives you time to read all the great stuff you've found.

If you have final exams to study for, organize your notes NOW and identify the topics you find most challenging. This will allow you to focus your attention where you need it most and if you need a quiet place to study, the Cheng Library will be open until 2:00am during the last two weeks of the semester.

Yes, we know some of you work well under pressure, but if you wait until the last minute to complete those assignments, you may end up feeling stressed out and your work may not reflect your best effort. The good news is that there is plenty of time before the semester ends to prioritize your projects, gather your sources and if you are not sure how to begin, get the assistance you need from the staff at Cheng Library.

If you need help, let us know, even if it is at the last minute.