

## WORLD'S SHORTEST GUIDE TO CATCHING UP

So you're now nearly halfway through your course. And like 62.7% of distance students at this stage you're a bit behind with your course (actually I made that figure up – but I bet it's not too far wrong). So what you need is a course on Time Management.

Well, actually no, because the last thing you've got time for is another course. So this is the world's shortest guide to how to catch up with your studies. Just remember the word SPUD:

### S

- stands for Simpson's 3S study system (pat. applied for):

- **Skim** bits of the course - you don't have to read everything thoroughly. You can sometimes get a good idea of what's important by skimming through a unit.
- **Skip** – you can actually skip some bits if you need to – ask your tutor's advice
- **Scrape** – you don't have to do well at everything – sometimes it's ok to aim to scrape through a bit of the course if you need to just to catch up.

### P

- stands for the slogan:

'**P**erfectionism is the Enemy of **P**rogress' which is another way of saying it's ok to scrape. You really don't have to get 90% on that assignment...

### D

- stands for various ways of finding the time:

- **Defer** – there may be things you think you have to do which you can put off for a while
- **Delegate** – there may be things you can get someone else to do
- **Downgrade** – there may be things you don't have you do to such a state of perfection – see P.
- **Decommit** – a fancy way of saying there may be things you don't have to do at all

### U

- ah; you noticed the absence of U. I couldn't find a U – suggestions welcome. But I did find a number of quite fascinating words – did you know that the rounded elevation in the tympanic membrane of your ear is called the umbo? And that a uropod is an abdominal appendage of a crustacean? And – oh sorry – I've just increased the number of students behind to 71.6%...

Ormond Simpson