

## **Project Manager's Immersion Program**

### **Course Study Planner**

#### **Introduction**

We recommend that, for maximum retention, you study for 20 to 40 minutes at a time. Watch the videos, and actively make notes.

You may choose to get yourself a blank course notebook to make notes in, or you may prefer to make your notes on the worksheets in the course units, and supplement them with loose leaf paper. Whichever way you do it, active note-taking will help you to:

- Understand what you are learning,
- Spot things you need to clarify (in which case, do use the comments box for a Q&A with Mike Clayton, your host)
- Retain the information better

Some modules contain exercises. You will learn best if you set the time aside to do those exercises properly.

## Getting the Best from this Program

To get the best from this program, you first need to decide on your preferred work pattern.

### The First Question

The first question, is how much time do you want to spend studying in one chunk. There are three different planners, based on your answer to this.

#### ***Gentle Pace***

This is for people who like small chunks and is based on work sessions of 15 – 25 minutes, including reviewing your notes.

#### ***Steady Pace***

This is for most people, who learn best with work sessions of 20 – 30 minutes, including reviewing your notes.

#### ***Assertive Pace***

Some people can work for longer periods without losing momentum, or getting too fatigued. For most of us, retention will drop, but if you are able to concentrate for longer periods, this plan is based on work sessions of 30 - 45 minutes, including reviewing your notes.

## The Second Question

The second question, is how many work sessions do you want to have in a week? Alternatively, how quickly do you want to finish? The table below gives the number of modules per week, depending on what pace you choose, and how quickly you want to work through the program.

I know that you won't always be able to keep to the same timetable, so the week-by-week splits are only for guidance.

	1 Weeks	2 Weeks	3 Weeks	4 Weeks	5 Weeks	6 Weeks
Gentle Pace					9-10	8
Steady Pace				8-9	7	6
Assertive Pace			8	6	5	4

	7 Weeks	8 Weeks	9 Weeks	10 Weeks	11 Weeks	12 Weeks
Gentle Pace	7	6	5-6	5	4-5	4
Steady Pace	5	4-5	4	3-4	3	2-3
Assertive Pace	3-4	3	2-3	2-3	2-3	2

	13 Weeks	14 Weeks	15 Weeks	16 Weeks	17 Weeks	18 Weeks
Gentle Pace	3-4	3-4	3-4	3	2-3	2-3
Steady Pace	2-3	2-3	2-3	2-3	2	

	19 Weeks	20 Weeks	21 Weeks	22 Weeks	23 Weeks	24 Weeks
Gentle Pace	2-3	2-3	2-3	2-3	2-3	2