

## Worksheet 3 – Scheduling the work

A simple way to schedule tasks is to use a Gantt chart like this one. The sample here is based on a six-week period from when the grant opens to the date when applications are due. Aim to complete your application at least one day before the due date, so you are not racing against the clock at the last minute.

Suggested tasks you'll need to do in putting together an application	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6
Read guidelines carefully and set up template						
Work out what information is needed						
Collect information						
Request letters of support						
Do deeper analysis if needed						
Write first draft						
Review first draft with colleagues						
Revise and write second draft						
Proofread all documents						
Get sign-off						
Collate application and supporting documents						
Submit application						