

Assignment Planner

Start at the End

★ Note the final due date/submission goal.

Go back to the beginning

- ◆ List each step in the process (examples: topic and question identification, research and reading, planning, drafting, editing, etc.)
- Break each step into tasks (examples: identify sources, read and take notes on sources, brainstorm, make an outline, etc.)

Circle back to the end:

→ Working backwards from the due date, set a completion date for each step

Steps	Tasks	Target Completion Date
◆	□	→
◆	□	→
◆	□	→
◆	□	→
◆	□	→
◆	□	→
◆	□	→
◆	□	→
Due Date		★

Hints:

- Be realistic: pace yourself and know your limits
- Leave a buffer period between each target date because life happens
- Consider other responsibilities in your life and avoid conflicts
- A very short-term plan requires times, not just dates