

**Included in this kit:**

- **Assignment Planner**
- **Distraction Tracker**
- **Eisenhower Matrix**
- **Helpful Links**

**Assignment Planner**

<b>Steps</b>	<b>Tasks</b>	<b>Target Completion Date</b>
<b>Due Date</b>		

For instructions on how to use the assignment planner, [watch this short video](#) or follow the steps below:

1. **Work backwards:** Note the due date at the bottom of the chart
2. **Work forwards:** List each step towards completion of the assignment.  
Break each step down into tasks.
3. **Work backwards again:** Working back from your due date, decide when you need to have each step completed.

A completed Assignment Planner might look like this:

**PSYCH 2004 Final Paper**

Steps	Tasks	Target Completion Date
Identify topic and question		Done
Identify sources		Done
Research	Read and take notes	Tuesday, March 24th
Plan draft	Brainstorm Identify thesis Outline	Thursday, March 26th
Write first draft		Monday, March 30th
Submit to Academic Skills		Tuesday, March 31st
Finalize	Make revisions Check citations and references Check APA formatting Final copy edit	Thursday, April 2nd
<b>Due Date</b>		<b>Friday, April 3rd</b>



## Eisenhower Matrix

	Important	Less Important
Urgent	1	2
Less Urgent	3	4



**Helpful Links:**

[Our “Habits and Routines” Bundle](#)

[Creating a “Block Schedule” Bundle](#)

[How to Use an Assignment Planner](#)

[How to Manage your Time in University](#)