

Breaking Down Large Assignments



Assignment				
Assignment Due Date		Plan Start Date		
Brainstorm Space				
Steps <i>From reviewing to submitting the assignment, input your steps here.</i> <i>Tip: Work backwards</i>	Estimated Time Needed <i>Tip: Give yourself a cushion</i>	Goal <u>Do</u> Date When you'll complete this step.	Date DUE When it has to be turned in	Done? ✓
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				

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12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
Notes:				

Academic resources I plan to use to keep myself on track

- | | |
|--|---|
| <input type="checkbox"/> Writing Center | <input type="checkbox"/> TA or SI Review Sessions |
| <input type="checkbox"/> Academic Coaching | <input type="checkbox"/> Study Group |
| <input type="checkbox"/> Professor/TA Office Hours | <input type="checkbox"/> Tutoring Lab |
| <input type="checkbox"/> CLEAR Language Coaching | <input type="checkbox"/> Quantitative Lab |
| <input type="checkbox"/> Research Librarians | <input type="checkbox"/> Other _____ |