

Assignments: plan backwards from deadlines

Starting with the final date for submission, work backwards to identify how much time you have to complete the assignment.

Aspect	How long will it take?	When will I do it?	How long it took
1 Clarifying and planning the task			
★ Early brainstorming, reflection and discussion			
★ Make an initial outline plan and schedule			
2 Researching (collecting and recording information)			
★ Working out which research methods to use			
★ Working out what information/data I need			
★ Assembling information (read, gather data, experiment, etc.)			
★ Digesting and reflecting on the information collected			
3 Organizing and linking material			
★ Initial grouping and organizing of information			
★ Selecting what to include			
4 Reflecting, evaluating and critiquing			
★ Digesting and reflecting the information			
★ Thinking through what I will say			
5 Writing an outline and first draft			
★ Reorganizing information into the best order			
★ Getting some ideas/first draft written down			
6 Writing draft versions			
★ Thinking about and improving each draft			
★ Writing each draft or reworking what I have written			
★ Likely number of drafts/re-workings	____ expected		____ actual
7 Completing the task / final checks			
★ Writing up the references			
★ Checking for sense, accuracy and completeness			
★ Proofreading the final draft			
★ Final deadline for submission			
<i>Use submission dates to plan out each assignment. Write the time for each stage into your planner.</i>			