



Long Term Assignment Planning

Whether you have to write a research paper or you have a group project, you should plan your time so you'll complete the assignment on time, rather than waiting until the last minute.

STEPS IN PLANNING YOUR LONG-TERM ASSIGNMENT

1. Divide the assignment into three or four major tasks.
2. Divide each task into small steps. Each step should be clearly defined.
3. Estimate the amount of time necessary for completing each step.
4. Working back from the syllabus due date, set your own internal/personal due dates for completing each step.
5. Write down each step and its deadline. You may also want to further divide into sub-steps those that seem more complex. Set personal due dates for those, too.
6. Next to your deadlines write in detail what you need to do, where you need to go, which books you need to read, and how many pages you need to write.
7. Check off each step as you complete it.
8. Leave some time at the end for proofreading and review. You should complete an assignment at least two days ahead of the deadline. Put your work aside for a day and then go back and review one last time.

LONG-TERM ASSIGNMENT PLAN

Name: _____ **Course:** _____ **Date:** _____

Assignment: _____ **Syllabus Due Date:** _____

I. (Task) _____ **Personal Due Date:** _____

A. _____ Personal Due Date: _____

B. _____ Personal Due Date: _____

C. _____ Personal Due Date: _____

II. (Task) _____ **Personal Due Date:** _____

A. _____ Personal Due Date: _____

B. _____ Personal Due Date: _____

III. (Task) _____ **Personal Due Date:** _____

A. _____ Personal Due Date: _____

B. _____ Personal Due Date: _____