**Breaking Down Large Assignments** 

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Assignment |  | | |  |  |
| Assignment Due Date |  | Plan Start Date | |  |  |
| Brainstorm Space |  | | |  |  |
| **Steps**  *From reviewing to submitting the assignment, input your steps here.*  *Tip: Work backwards* | **Estimated Time Needed**  *Tip: Give yourself a cushion* | | **Goal Do Date**  When you’ll complete this step. | **Date DUE**  *When it has to be turned in* | **Done?** |
| 1. |  | |  |  |  |
| 2. |  | |  |  |  |
| 3. |  | |  |  |  |
| 4. |  | |  |  |  |
| 5. |  | |  |  |  |
| 6. |  | |  |  |  |
| 7. |  | |  |  |  |

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| 8. |  |  |  |  |
| 9. |  |  |  |  |
| 10. |  |  |  |  |
| 11. |  |  |  |  |
| 12. |  |  |  |  |
| **Notes:** |  |  |  |  |

**Academic resources I plan to use to keep myself on track**

* Writing Center  TA or SI Review Sessions
* Academic Coaching Study Group
* Professor/TA Office Hours  Tutoring Lab
* CLEAR Language Coaching  Quantitative Lab
* A picture containing clock, drawing

  Description automatically generatedResearch Librarians  Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_