**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
* Research Librarians  Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_