**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 must be submitted* | **Done?** |
| 1. |   |   |   |   |
| 2. |   |   |   |   |
| 3. |   |   |   |   |
| 4. |  |  |  |  |
| 5. |  |  |  |  |
| 6. |   |   |   |   |
| 7. |   |   |   |   |

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| 8. |   |   |   |   |
| 9. |   |   |   |   |
| 10. |   |   |   |   |
| 11. |  |  |  |  |
| 12. |  |  |  |  |
| 13. |   |   |   |   |
| 14. |   |   |   |   |

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

* The Learning Center
* Writing Center
* Study Group
* Academic Coaching
* Professor/TA Office Hours
* Math Lab
* Research Librarians
* Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_