**Plan assignments backwards from deadlines**

Complete the organiser below.

|  |  |  |  |
| --- | --- | --- | --- |
| **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 |  |  |  |
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|  |  |  |
| **3 Organising and linking material**  ★ Initial grouping and organising 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**  ★ Reorganising 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 |  |  |  |
| Use submission dates to plan out each assignment. Write the time for each stage into your planner. | | | |

See also: The Study Skills Handbook, page 138.