**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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|  |  |  |
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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.