

PLANNING ASSIGNMENTS

Here is a list of possible tasks involved in writing essays. You may want to add or delete items from this list to suit your purpose. For each task, estimate the time involved, then working backward from the final deadline, establish a date you plan to have each task completed.

Final submission date: _____

Tasks	Time Estimate	Date to be completed
Understanding task demands		
Understanding question or title		
Brainstorming ideas		
Determining what information is required and how to get it		
Gathering information, making notes		
Creating outline structure		
Organising notes		
Organising thoughts/reflecting		
Writing first draft		
Revising draft(s)		
Writing up references		
Final draft		
Proof read		