

Long-Range Assignments

Good Strategies:

- 1. Break assignment into parts
- 2. Estimate time for each part
- 3. Double the estimated time
- 4. Map out dates on a calendar
- 5. Start

| Steps: | Start date: | |
|----------------|--------------------------------|------------------|
| Number of days | | Completion dates |
| | Choose topic | |
| | What's available? | |
| | Read sources/take notes | |
| | Create an Outline | |
| | Write first draft | |
| | Revise and Proofread | |
| | References list and cover page | |
| | Due date: | |

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