

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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