

## 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:** \_\_\_\_\_