

## 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:

		<b>Beginning date:</b>	_____
Number of days			Completion date
_____	_____	Choose topic	_____
_____	_____	What's available?	_____
_____	_____	Read sources/take notes	_____
_____	_____	Create outline	_____
_____	_____	Write first draft	_____
_____	_____	Revise and proofread	_____
_____	_____	References list and cover page	_____
		<b>Due date:</b>	_____

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**Committed to Creating Stronger Writers in all Disciplines**  
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