

Breaking Down Large Assignments

Assignment				
Assignment Due Date			Plan Start Date	
Brainstorm Space				
<p style="text-align: center;">Steps</p> <p style="text-align: center;"><i>From reviewing to submitting the assignment, input your steps here.</i></p> <p style="text-align: center;"><i>Tip: Work backwards</i></p>	<p style="text-align: center;">Estimated Time Needed</p> <p style="text-align: center;"><i>Tip: Give yourself a cushion</i></p>	<p style="text-align: center;">Goal <u>Do</u> Date</p> <p style="text-align: center;">When you'll complete this step.</p>	<p style="text-align: center;">Date DUE</p> <p style="text-align: center;">When it has to be turned in</p>	<p style="text-align: center;">Done?</p> <p style="text-align: center;">✓</p>
1.				
2.				
3.				
4.				
5.				
6.				
7.				

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Assignment				
Steps <i>From reviewing to submitting the assignment, input your steps here. Tip: Work backwards</i>	Estimated Time Needed <i>Tip: Give yourself a cushion</i>	Goal <u>Do</u> Date When you'll complete this step.	Date DUE When it has to be turned in	Done? ✓
8.				
9.				
10.				
11.				
12.				
Notes:				