

Long-Term Assignment Plan

Whether you have to write a term paper or complete a project for the science fair, you should plan your schedule so you'll complete the assignment on time, rather than waiting until the night before to do it all.

STEPS IN PLANNING YOUR LONG-TERM ASSIGNMENT

1. Divide the assignment into three or four major tasks.
2. Divide each task into small steps. Each step should be clearly defined so you will know exactly what and how to do it.
3. Estimate the amount of time necessary for completing each step.
4. Working back from the due date, set your own deadlines for completing each step.
5. Write down each step and its deadline. You may also want to further divide into sub-steps those that seem more complex. Set deadlines for those, too.
6. Next to your deadlines write in detail what you need to do, where you need to go, which books you need to read, and how many pages you need to write.
7. Check off each step as you complete it.
8. Leave some time at the end for proofreading and review. You should complete an assignment at least two days ahead of the deadline. Put your work aside for a day and then go back and review one last time.

LONG-TERM ASSIGNMENT PLAN (You may use the worksheet below to plan your long-term assignments.)

Name: _____ Course: _____ Date: _____

Assignment: _____ Due Date: _____

I. (Task) _____ Deadline: _____

A. _____ Deadline: _____

B. _____ Deadline: _____

C. _____ Deadline: _____

II. (Task) _____ Deadline: _____

A. _____ Deadline: _____

B. _____ Deadline: _____

C. _____ Deadline: _____

III. (Task) _____ Deadline: _____

A. _____ Deadline: _____

B. _____ Deadline: _____

C. _____ Deadline: _____