**Breaking Down Large Assignments**

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| --- | --- | --- | --- | --- | --- |
| Assignment: |  | | |  |  |
| Assignment Due Date: |  | Plan Start Date: | |  |  |
| Brainstorm Space: |  | | |  |  |
| **Steps**  *From reviewing to submitting the assignment, input your steps here.*  *Tip: Work backwards* | **Estimated Time Needed**  *Tip: Give yourself a cushion* | | **Goal Do Date**  When you’ll complete this step. | **Date DUE**  *When it must be submitted* | **Done?** |
| 1. |  | |  |  |  |
| 2. |  | |  |  |  |
| 3. |  | |  |  |  |
| 4. |  | |  |  |  |
| 5. |  | |  |  |  |
| 6. |  | |  |  |  |
| 7. |  | |  |  |  |

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| 8. |  |  |  |  |
| 9. |  |  |  |  |
| 10. |  |  |  |  |
| 11. |  |  |  |  |
| 12. |  |  |  |  |
| 13. |  |  |  |  |
| 14. |  |  |  |  |

**Academic resources I plan to use to keep myself on track.**

* The Learning Center
* Writing Center
* Study Group
* Academic Coaching
* Professor/TA Office Hours
* Math Lab
* Research Librarians
* Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_