Use the below chart to list each step you will need to complete. Ex. Gather X number of sources, review sources, write outline, write body paragraph # 1, write body paragraph #2, go to writing center, write body paragraph # 3, write introduction, write conclusion, proof read, go to writing center, make edits, proofread.

Using the number of steps you have to complete the project, divide that number by the days until the due date and assign yourself due dates for each step of the process. Use the Planned Work Time and Notes columns to plan ahead and remind yourself of anything you are thinking of now as you plan your project. Use the first column on the left to check off steps as they are completed.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Step | Self-Due Date | Planned Work Time | Notes |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
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| 19. |  |  |  |  |