**Plan assignments backwards from deadlines**

Complete the organiser below. Guidance is available in *The Study Skills Handbook*, p. 136.

|  |  |  |  |
| --- | --- | --- | --- |
| **Aspect** | **How long will it take?** | **When will I do it?** | **How long it took** |
| **1 Clarifying and planning the task*** Early brainstorming, reflection and discussion
* Making an initial outline plan and schedule
 |  |  |  |
|  |  |  |
|  |  |  |
| **2 Researching (collecting and recording information)*** Working out which research methods to use
* Working out what information/data I need
* Assembling information (to read, gather data, experiment, etc.)
* Digesting and reflecting on the information collected
 |  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **3 Organising and linking material*** Grouping and organising information
* Selecting what to include
 |  |  |  |
|  |  |  |
|  |  |  |
| **4 Reflecting, evaluating and critiquing*** Digesting and reflecting on the information
* Thinking through what I will say
 |  |  |  |
|  |  |  |
|  |  |  |
| **5 Writing an outline and first draft*** Grouping and organising information
* Get some ideas written down
 |  |  |  |
|  |  |  |
|  |  |  |
| **6 Writing draft versions*** Thinking about and improving each draft
* Writing each draft
* Likely number of drafts
 |  |  |  |
|  |  |  |
|  |  |  |
| *Expected:* |  | *Actual:* |
| **7 Completing the task/final checks*** Writing up the references
* Checking for sense, accuracy and completeness
* Proof-reading the final draft
* Final deadline for submission
 |  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| *Use this information in planning your next assignment. Write the time for each stage into your planner.* |