**Plan assignments backwards from deadlines**

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

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| **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 |  |  |  |
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| **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 |  |  |  |
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| **3 Organising and linking material**   * Grouping and organising information * Selecting what to include |  |  |  |
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| **4 Reflecting, evaluating and critiquing**   * Digesting and reflecting on the information * Thinking through what I will say |  |  |  |
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| **5 Writing an outline and first draft**   * Grouping and organising information * Get some ideas written down |  |  |  |
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| **6 Writing draft versions**   * Thinking about and improving each draft * Writing each draft * Likely number of drafts |  |  |  |
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| *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 |  |  |  |
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| *Use this information in planning your next assignment. Write the time for each stage into your planner.* | | | |