

LONG-RANGE ASSIGNMENTS

GOOD STRATEGIES:

1. Break assignment into parts.
2. Estimate time for each part.
3. Double the estimated time.
4. Map out dates on a calendar.
5. Start!

STEPS:

		Beginning date:	_____
Number of days			Completion date
_____	_____	Choose topic	_____
_____	_____	What's available?	_____
_____	_____	Read sources/take notes	_____
_____	_____	Create outline	_____
_____	_____	Write first draft	_____
_____	_____	Revise and proofread	_____
_____	_____	References list and cover page	_____
		Due date:	_____

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