

## Breaking Down Large Assignments

Assignment				
Assignment Due Date		Plan Start Date		
Brainstorm Space				
<p style="text-align: center;"><b>Steps</b></p> <p style="text-align: center;"><i>From reviewing to submitting the assignment, input your steps here.</i></p> <p style="text-align: center;"><i>Tip: Work backwards</i></p>	<p style="text-align: center;"><b>Estimated Time Needed</b></p> <p style="text-align: center;"><i>Tip: Give yourself a cushion</i></p>	<p style="text-align: center;"><b>Goal <u>Do</u> Date</b></p> <p style="text-align: center;">When you'll complete this step.</p>	<p style="text-align: center;"><b>Date DUE</b></p> <p style="text-align: center;"><i>When it has to be turned in</i></p>	<p style="text-align: center;"><b>Done?</b></p> <p style="text-align: center;">✓</p>
1.				
2.				
3.				
4.				
5.				
6.				
7.				

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Assignment				
Steps <i>From reviewing to submitting the assignment, input your steps here. Tip: Work backwards</i>	Estimated Time Needed <i>Tip: Give yourself a cushion</i>	Goal <u>Do</u> Date  When you'll complete this step.	Date DUE  When it has to be turned in	Done?  ✓
8.				
9.				
10.				
11.				
12.				
<b>Notes:</b>				

### Academic resources I plan to use to keep myself on track

- |  |   |
|--|---|
| <input type="checkbox"/> Writing Center            | <input type="checkbox"/> TA or SI Review Sessions |
| <input type="checkbox"/> Academic Coaching         | <input type="checkbox"/> Study Group              |
| <input type="checkbox"/> Professor/TA Office Hours | <input type="checkbox"/> Tutoring Lab             |
| <input type="checkbox"/> CLEAR Language Coaching   | <input type="checkbox"/> Quantitative Lab         |
| <input type="checkbox"/> Research Librarians       | <input type="checkbox"/> Other _____              |