**Planning Assignments**

Here is a list of possible tasks involved in writing essays. You may want to add or delete items from this list to suit your purpose. For each task, estimate the time involved, then, working backwards from the final deadline, establish the date you plan to have each task completed.

**Final submission date: \_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
| **Task** | **Time estimate** | **Date to be completed** |
| Analysing the Question |  |  |
| Brainstorm |  |  |
| Targeted research |  |  |
| Detailed outline plan |  |  |
| First draft |  |  |
| Re-draft |  |  |
| References |  |  |