Assignment Planner

Name: Example

Assignment: Example

	Tasks	Due Date
Generate Ideas	Select a topic.	May 7th
	Research topic and find useful books or websites.	May 7th
	Read the books, articles, or websites and gather information that will be useful for the assignment.	May 9th
Develop & Organize Ideas	Identify the sections and main ideas you will include in your assignment, and determine the order in which you will discuss each section. Identify the supporting information you will include in each section.	May 10th
	Create a detailed outline with the main ideas and supporting information in the appropriate order.	May 12th
	Write a rough draft of the body paragraphs.	May 15th
	Write a rough draft of the introduction and conclusion sections.	May 16th
Revise & Edit	Read over the full draft to edit and make sure it fits together well. Compile a bibliography of all your research sources.	May 18th
	Ask for feedback from your teacher, peers, parents, etc.	May 18th
	Meet with your teacher to talk about your assignment & to discuss their feedback.	May 20th
	Edit your work to incorporate all feedback.	May 22nd
Final Product	Review the whole assignment, and make any final edits to the content.	May 24th
	Format your work so that it is neat, clear, and professional looking. Check that your citations and bibliography are formatted properly.	May 25th
	Print your assignment or submit it electronically.	May 25th
	Hand in assignment! Congrats!	May 26th

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