

Breaking Down Assignments

A 7-page paper or a case analysis can seem daunting, but like any big undertaking, breaking it into smaller tasks helps you stay on target and keeps you motivated.

Steps & Tasks: Determine the number of steps. This can vary depending on how much time you have to work on the assignment.

Details: What exactly do you need to do? Be specific! (it's okay if this changes as you go)

Difficulty: On a scale from 1 to 10, how tricky is this step for you?

Est. Time: How much time will this step take? Be as realistic as possible and overestimate!

Deadline: When should this step be finished?

Resources: Where or who can you go to for support if you've hit a wall.

Course: HIST 2P03 Assignment: Term Paper – Worship in the Danelaw (7-8 pages) Start Date: March 16 th Due Date: March 26 th , 11:59 pm					
Steps/Tasks	Details	Difficulty	Est. Time	Deadline	Resources
Understand Assignment	<ul style="list-style-type: none"> Confirm due date, citation style, etc. Determine requirements/criteria to achieve 75+ (maybe speak to TA or prof) 	2/10	1 hour	March 16	
Focus topic & write working thesis	<ul style="list-style-type: none"> Brainstorm possible topics Do initial research overview (research starters, course material) 	4/10	3 hours	March 17	
Find Sources	<ul style="list-style-type: none"> Use abstract scanning to find possible sources Take preliminary notes on what the sources tell me 	8/10	5-6 hours	March 19	Liaison librarian TA
Evaluate Sources	<ul style="list-style-type: none"> Do a deep-dive into most relevant sources, continue to make more detailed notes keeping working thesis in mind Modify thesis to reflect new research/argument if necessary 	6/10	5-6 hours	March 21	Study skills drop-in TA
Outline & 1 st Draft	<ul style="list-style-type: none"> Create detailed outline using PEAT, then take a break Write 1st draft, create finalized and polished thesis/transitions 	10/10	7-9 hours	March 23	Writing drop-in Tutor? TA
Editing & Revisions	<ul style="list-style-type: none"> Use read aloud method to check for spelling/grammar errors Use reverse outlining to refine and check arguments 	7/10	2-3 hours	March 24	Phone a friend!
Final Review and Draft	<ul style="list-style-type: none"> Review changes made in editing and revision Make last minute changes and polish formatting (citations etc.). 	5/10	2-3 hours	March 25	Writing drop-in





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