Help with **Time Management** – mapping out a study schedule from the deadline backwards

Essay title: xxxxxxxxxxxx Due Date: **xx/yy/zz**

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| **TASK** | **ACTION- subtasks** | **DATE DONE BY** |
| Plan essay | eg Look at title and highlight key words. Identify main task. Identify useful sources of information. Plan using mind map or similar. |  20th Jan = week XX |
| Research | eg Go to library and find sources, e.g. map of my country / official statistics. |  21st Jan  |
| First draft | eg Start writing the main sections. | 4th Feb |
| Introduction & Conclusion | eg Revise the main sections and add the introduction and conclusion. | 18th Feb |
| Second draft | eg Revise the whole essay, checking for accuracy. | 4th Mar |
| Final proof reading | eg Ask a critical friend to look through the essay to check for spelling errors. | 20th Mar |
| Printing + Hand-in | eg Take 2 copies of assignment and CD of additional material to school office. | 24th/ 25th Mar |