Breaking Down an Assignment

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| Assignment to be broken down:  |
| Due Date:  | Class: | Professor:  |

STEPS

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| Priority | Small Step | Date to work on | Time needed | How hard to do I think this might be? | Done? |
|  | *Review the assignment and ask questions for clarity. Take notes.* |  |  | *Easy Hard* |  |
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|  | *Review/Proofread the completed assignment and revise as needed.* |  |  | *Easy Hard* |  |

[ ]  Did I add time to my calendar to work on each small step?

How will I reward myself after completed steps? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How will I reward myself after the whole assignment is completed? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Did I submit the assignment on time?

Notes/Things to Remember for Next Time:

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