Breaking Down an Assignment

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| Assignment to be broken down: Final Paper |
| Due Date: May 10, 2023 | Class: English | Professor: Dr. English 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? |
| *1* | *Review the assignment and ask questions for clarity. Take notes.* | *April 1**9-10am* | *1 hour* | *Easy Hard* |  |
| *2* | *Select a topic* | *April 2**9-10am* | *1 hour* | *Easy Hard* |  |
| *3* | *Research the topic in library* | *April 3 12-2pm**April 5* *12-2pm* | *4 hours* | *Easy Hard* |  |
| *4* | *Read research articles/books/resources and take notes* | *April 7**12-2pm**April 9 12-2pm**April 11**12-2pm* | *6 hours* | *Easy Hard* |  |
| *5* | *Write an outline* | *April 12**9-10am* | *1 hour* | *Easy Hard* |  |
| *6* | *Write Introduction* | *April 14**12-1pm* | *1 hour* | *Easy Hard* |  |
|  | *Write body paragraphs 1-3* | *April 16**12-1pm* | *1 hour* | *Easy Hard* |  |
|  | *Write body paragraphs 4-6* | *April 18* *12-1pm* | *1 hour* | *Easy Hard* |  |
|  | *Write body paragraphs 7-9* | *April 21**12-1pm* | *1 hour* | *Easy Hard* |  |
|  | *Write body paragraphs 10-12* | *April 23**12-1pm* | *1 hour* | *Easy Hard* |  |
|  | *Write conclusion/discussion* | *April 24**12-1pm* | *1 hour* | *Easy Hard* |  |
|  | *Review writing for order, flow* | *April 28**12-1pm* | *1 hour* | *Easy Hard* |  |
|  | *Check and add in text citations* | *April 29 12-1pm* | *1 hour* | *Easy Hard* |  |
|  | *List References in APA style and add page numbers* | *May 1* *9-10am* | *1 hour* | *Easy Hard* |  |
|  | *Review/Proofread the completed assignment and revise as needed.* | *May 2**9-11* | *2 hours* | *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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