Backwards planning worksheet

Start from the due date and work back: break one big assignment into steps, give each step its own deadline, and find your real start date.

NAME _____ DATE _____

ASSIGNMENT OR PROJECT _____ COURSE _____

FINAL DUE DATE _____ WORTH (% OF GRADE) _____

Step (last step first)	Hours it needs	My deadline	Done
Submit and check the upload			☐
Final proofread and citations			☐
Revise the draft			☐
Get feedback (writing centre, peer, TA)			☐
Write the full draft			☐
Outline and plan			☐
Research and notes			☐
Understand the task: read the instructions twice			☐
			☐
			☐

TOTAL HOURS NEEDED _____ BUFFER DAYS I'M ADDING _____ SO I START ON _____

Waterloo's Student Success Office and other learning centres teach the same idea: plan back from the due date and give every step a sub-deadline.