

Assignment Task Checklist

Estimate the approximate time you will need to complete each task involved in writing your academic paper. Consider the following tasks and estimate the time you will need to complete them. Keep in mind that assignments differ and that you may not need to devote time to all of the items on the list. Consult the related modules for more information.

Assignment Task	Estimated Time	Module to Consult
Clarify the requirements of the assignment. Meet with instructor if needed.		Understanding the Assignment
Create a plan to complete the assignment on time and block time in my schedule.		Time Management
Identify what I am going to write about and develop a working thesis statement.		Choosing a Topic
Determine which kinds of sources I need: scholarly or popular? primary or secondary?		Books, Journals & More
Find appropriate sources for this assignment.		Research Strategies
Preview and read the sources. Read most important ones in depth.		Effective Reading Strategies
Make notes on readings and record my thoughts and views.		Gathering & Noting Ideas
Identify the essay format that my assignment needs to take.		Essay Structure
Start writing.		Writing Strategies
Review and revise ideas, arguments, and organization.		Revising Your Arguments
Identify appropriate citation/formatting style. Correctly cite ideas and quotes and prepare bibliography.		Creating Bibliographies/ Academic Integrity
Edit and check assignment: grammar, sentence structure, clarity and coherence.		Essay Editing
Other tasks?		