Reverse Planning

Begin early: It is never too early to start. By starting early you have more time to finish the project, and you guarantee yourself adequate time to do a good job.

Determine the time commitment. Estimate how long the project, presentation or paper will take to develop and complete. Determine how hard the material is to research. Set a mid-point to evaluate progress

Break the project down into manageable sections. Include a column "done by" date to help you organize yourself and the project.

Example: Research Paper due <u>December 1</u>.

November 29	Paper is completed and printed out, ready to turn in.
November 28	Final draft, with corrections, completed
November 20	Give rough draft to friend/writing center to proof and make suggestions
November 19	Rough draft completed
November 10	Outline completed
November 9	All research is read and organized by topic/point of interest
October 30	All research has been collected, printed out/copied, and is ready to be read more completely
October 20-29	Research in the library; make requests from ABC Express if necessary
October 15	Specify topic and have approved by professor
October 10	Preliminary research to determine research question/topic of interest
October 5	Get the details of the assignment, including formatting, # of references required, etc.

How will you use reverse planning for your semester project???

Reverse Planning Worksheet

Project title: _____

Project due date: _____

Anticipated start date: _____ Complete by: _____

Activity: Complete By: Completed?: