

## End of term planning chart to complete assignments

Behind in your work? Want to finish your term work by the last day of class? Looking for a plan?

### Instructions:

- Check your course syllabi for assignments and due dates. Put these on your term calendar.
- Fill in the end of term planning chart. **Break large projects into smaller chunks. See the assignment calculator for help with this process.**
- Look at your weekly schedule to see when you have homework time available and slot in hours for your different tasks.

**Note:** If you estimate you need more time to do your tasks than is actually available, you will need to re-adjust your estimate. Can you take time from one project and re-assign it to another to better reach your goals? Or can you accept spending less time than you would like to on something? You can't make more time, so you will need to fit your work into the time available.

### Example:

Course	Task	Value	Due date	Estimated time to complete	Actual time taken?	Done!
CRSS 335	Chapter 5 (30 pages)		Nov. 15	10h	2 + 1.5 + 2 + 3 + 3 (11.5h)	✓
PHIL 205	20-page essay  <ul style="list-style-type: none"> <li>• Confirm topic</li> <li>• Make research plan</li> <li>• Research, make notes</li> <li>• Outline</li> <li>• Messy draft</li> <li>• Edit, rework</li> </ul> Visit SASS for a writing appointment at any stage of this process	30%	Nov. 22  <ul style="list-style-type: none"> <li>• Nov. 7</li> <li>• Nov. 8</li> <li>• Nov. 11</li> <li>• Nov. 15</li> <li>• Nov. 18</li> <li>• Nov. 19</li> <li>• Nov. 20</li> </ul>	3 or 4 days  <ul style="list-style-type: none"> <li>• 1h</li> <li>• 1.5h</li> <li>• 10h</li> <li>• 3h</li> <li>• 8h</li> <li>• 2h</li> <li>• 1h</li> </ul>		

