Planner

Working backwards from deadlines (Cottrell, 2008, p. 83)

Task name:	Final Due Date:

	How long will it take?	When will I do it? -insert date(s)	How long it actually took.
Preliminaries:			
• Early Brainstorming, reflection and discussion with others	_____	_____	_____
• Working out what is required	_____	_____	_____
Research:			
• Working out which research method to use	_____	_____	_____
• Working what information/data I need	_____	_____	_____
• Assembling information (to read, watch videos, gather data, experiments, etc.)	_____	_____	_____
• Digesting and reflecting on information collected	_____	_____	_____
Organise the content:			
• Grouping and organising information	_____	_____	_____
• Selecting what to include	_____	_____	_____
Writing draft versions:			
• Thinking about and improving each draft	_____	_____	_____
• Writing each draft	_____	_____	_____
• Likely number of drafts.....	_____*expected.*		_____*actual.*
Completing the task:			
• Writing up the references	_____	_____	_____
• Writing the final draft	_____	_____	_____
• Checking through the work	_____	_____	_____
• Your own final due date(s)	_____	_____	_____