

Tackling an Assignment – Working Backwards from a Deadline

	How long will it take?	When will I do it?	How long it actually took
Getting started			
• Deconstructing and interpreting the question/brief	_____	_____	_____
• Working out what is required – learning outcomes and objectives	_____	_____	_____
• Early brainstorming, reflection, and discussion with others	_____	_____	_____
Research			
• Working out which information/data you need	_____	_____	_____
• Working out search terms and sources	_____	_____	_____
• Searching and collating information – books, journal articles, grey literature	_____	_____	_____
• Active reading – engaging, digesting, reflecting, note-making	_____	_____	_____
Planning & organising the content			
• Grouping and organising information (themes)	_____	_____	_____
• Selecting what to include	_____	_____	_____
• Line of argument – where do you think it is going?	_____	_____	_____
Writing draft versions			
• First draft – write badly, write early	_____	_____	_____
• Next drafts – point of each paragraph? Evidence/references?	_____	_____	_____
• Later drafts – Flow? Clarity? Introduction and conclusions (Line of argument – what have you actually said?)	_____	_____	_____
• Likely number of drafts?	_____	_____	_____
Completing the task			
• Reference list	_____	_____	_____
• Writing the final draft	_____	_____	_____
• Checking through the work – proofreading	_____	_____	_____
• Final deadline	_____	_____	_____

Use this information in planning your next assignment

Reflect on the process

What have you learnt?
What will you do differently next time?

Once you have received your feedback?

Reflect on your feedback. Write down any questions or anything you don't understand. What did you do well? What do you think your strengths are? How could you improve? What actions are you going to take to improve for your next assignment?

Please make some notes in this box to take along to your personal tutor meeting.