

Written Assignment Timeline

Directions: The first step should include adding your essay due date in on “Turn in/reflect.” Take a look at your schedule and realistically plan how many days it should take you to complete. Then, backwards map your essay based on this realistic timeline. Lastly, use the notes columns to keep track of your progress or to write down any important assignment expectations.

Step/Process	Date	Notes
Understand assignment/prompt		
Develop thesis/argument*		
Create outline/prewrite**		
Write draft		
Organize flow/build arguments		
Edit content		
Copy Edit**		
Format		
Turn in/reflect		
*Find and evaluate credible sources		
*Determine quotes/citations and organize		

*Skip to the bottom of the timeline if your writing is research based

**Indicates steps in the process when the Writing Center would be helpful