How to Break Down Large Assignments

1. Smash the assignment into its major steps (see list below).

2. Sequence and number the major steps in order from one to however many steps there are.

3. Write out the major steps in order.

4. Smash the major steps into everyday actions you can take to complete the major step.

5. Estimate the time (in days) needed to complete each major step, and write this date beside the major step.

6. Add up the number of days you think you will need to complete the assignment. Be sure your total number of days does not take you past your due date.

7. Map out the actual due dates for the major steps by looking at a calendar and counting back from the due date. Add two additional days to allow for breathing room.

Examples of Major Steps

- Choose Topic
- Rough Draft
- Practice Presentation
- Gather Supplies
- Read Book
- Final Draft
- Make Visuals
- Collect Data
- Proofread
- Research
- Read Chapter Outline
- Get Signature
- Draw Picture
- Brainstorm Ideas