

Time Management: Assignment Plan

TRAIN TO LEARN EFFECTIVELY: TIP SHEETS

Assignment Title: _____

Course Code: _____

Assignment Deadline: _____

Assignment Instructions:

Tools/Software needed (if any): _____

Resources available to me:

1. _____
2. _____
3. _____

Notes/Questions about the assignment:

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Remember to make each step as specific as possible!

For example:

- Find 5 sources that are relevant to the project ✓
- Research for project ✘

Steps/Tasks to be completed	Deadline	Check when complete