

Task 1: Make a note of all the semester's deadlines

Assignment deadlines					
Module	Assignment	Draft Deadline	Re-draft deadline	Submission deadlines	Notes
		__/__/20__	__/__/20__	__/__/20__	
		__/__/20__	__/__/20__	__/__/20__	
		__/__/20__	__/__/20__	__/__/20__	
		__/__/20__	__/__/20__	__/__/20__	
		__/__/20__	__/__/20__	__/__/20__	
		__/__/20__	__/__/20__	__/__/20__	
		__/__/20__	__/__/20__	__/__/20__	
		__/__/20__	__/__/20__	__/__/20__	
		__/__/20__	__/__/20__	__/__/20__	
		__/__/20__	__/__/20__	__/__/20__	
		__/__/20__	__/__/20__	__/__/20__	
		__/__/20__	__/__/20__	__/__/20__	
		__/__/20__	__/__/20__	__/__/20__	
		__/__/20__	__/__/20__	__/__/20__	

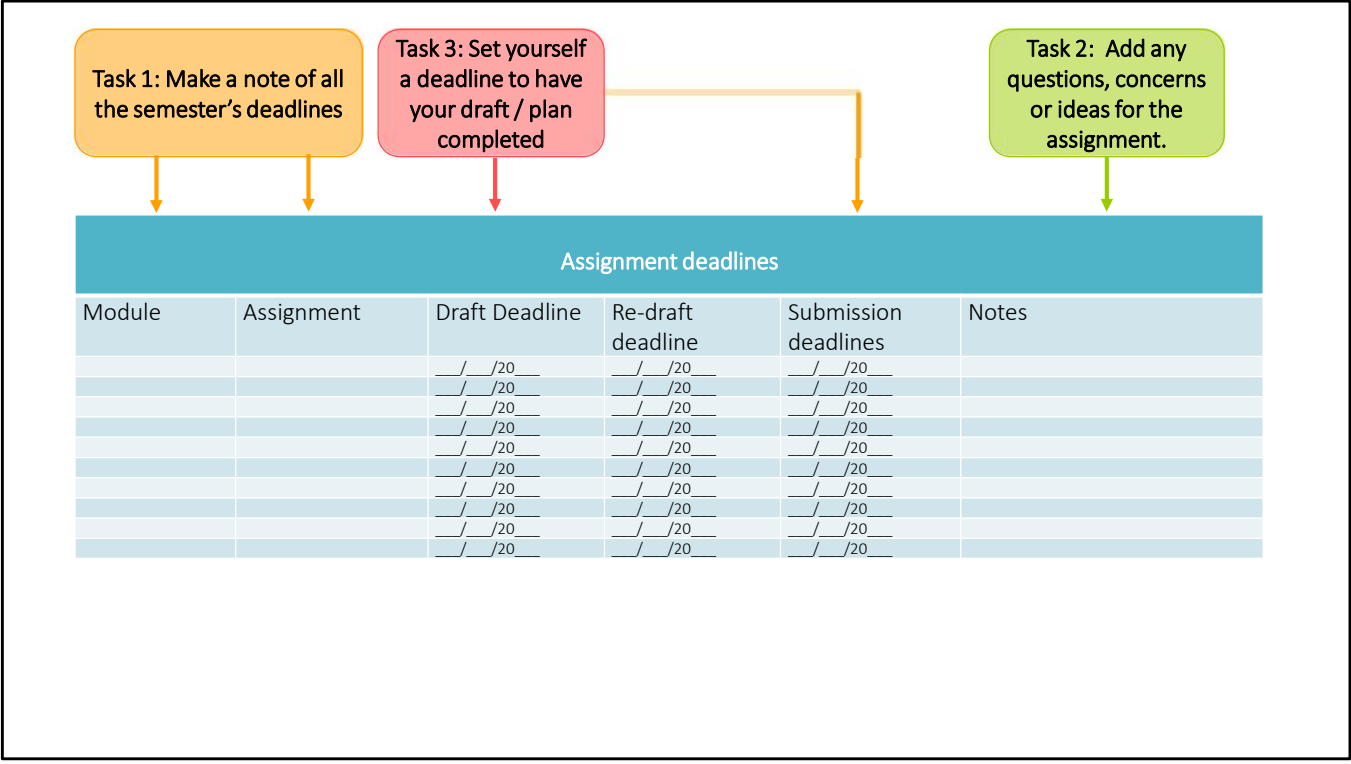
Start by adding in all of your assignment deadlines, including the module, assignment name and the submission date.

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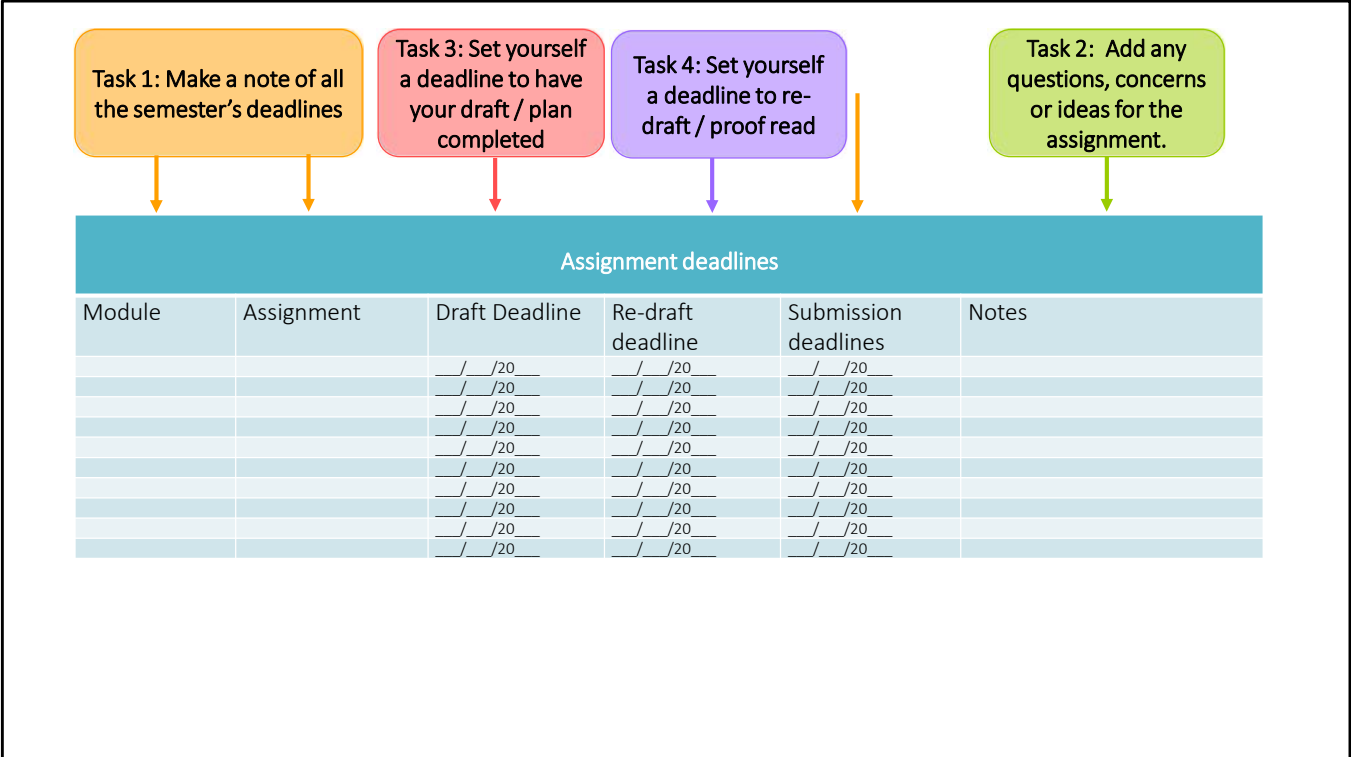
Task 2: Add any questions, concerns or ideas for the assignment.

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		__/__/20__	__/__/20__	__/__/20__	
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		__/__/20__	__/__/20__	__/__/20__	
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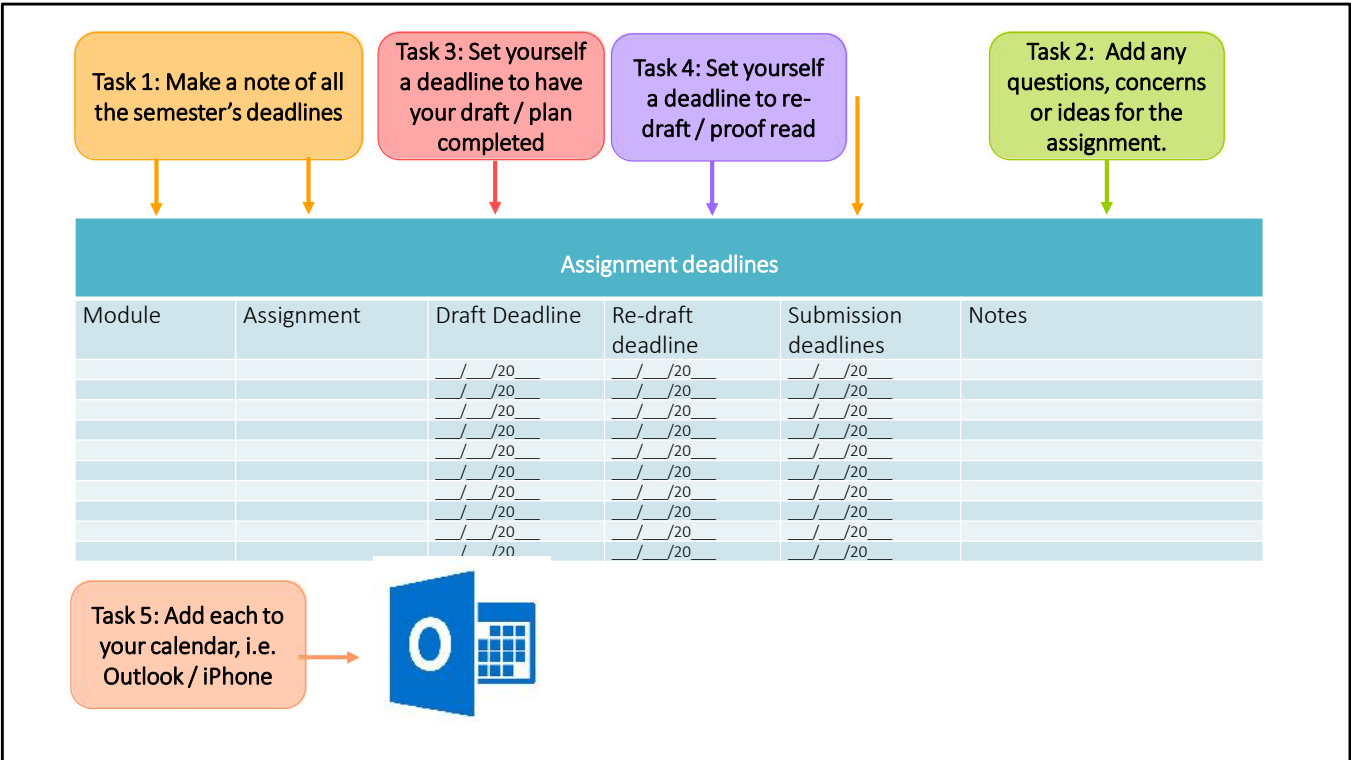
Now, make a note of any initial questions or ideas for the assignment. These notes may help you in seminars or when you prepare to write your assignment.



Set yourself a personal draft deadline. You want to allow yourself enough time to check your work and proof-read, so you may want to set this date one or two weeks before the final submission.



If you want to be extra organised, set a second draft deadline to focus on proof-reading. This could be one to seven days before the deadline. This step is useful if you have multiple submissions due in the same week, as you are giving yourself extra time to manage your different assignments.



Don't forget to add these to a calendar with notification reminders.