



Assignment timeline

Print out this timeline, calculate how much time you can allocate to each step based on how much time you have until the due date, and write the due date for each step in the 'Due date' column. Use the timeline to organise your assignment preparation, and cross out each step as you complete it. Alternatively, visit the online [Assignment Planner](#).

Step	Task	Timeframe	Due date	Resources
1	Find all relevant assignment documents	5% of time		Unit Subject Outline Unit vUWS site Assignments section Unit reading list (via Library search box) Study Smart website resources (Information Skills and Research Skills)
2	Analyse assignment question	10% of time		Analysing the question (PDF, 177 kB) Analysing your essay question (video, 2:35) Common task words (PDF, 113 kB) The why, when, and what of reading (PDF, 382 kB)
3	Find and evaluate information	40% of time		Organising your reading (PDF, 68 kB) How to read effectively (PDF, 519 kB) Types of sources (PDF, 101 kB) Successful Searching tutorials Finding information for assignments (video, 1:59) Critical Thinking (PDF, 110 kB) Evaluating resources using APPEAL (video, 6:26) Evaluating websites using APPEAL (video, 8:09)
4	Write your draft	25% of time		Study Smart website (Essays, Reports, Case Studies, Reflective Writing, General writing help, Using sources) Word Processing (PDF, 540 kB) Library Referencing and Citation Guide
5	Revise your draft	15% of time		Using Turnitin Interpreting your Originality Report (video, 2:46) Editing (PDF, 54 kB) Academic integrity checklist (PDF, 355 kB)
6	Finish and submit	5% of time		Proofreading (PDF, 40 kB) Using Turnitin Special Consideration (Disruption to Studies) information