### Backwards Planning Sample

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
</table>
| 5:30–7:30 pm  
Begin research (120 mins, with breaks) | 3:00–3:45 pm  
Write paper outline (45 mins)  
7:00–8:30 pm  
Draft intro and topic sentences (90 mins) | 4:00–6:30 pm  
Finish draft (120 mins, with breaks) | 8:00–8:45 pm  
Make final edits (45 mins)  
8:45–9:30 pm  
Compare to rubric and adjust (45 mins) | Project due! |

1. Read and annotate (45 mins)
2. Summarize (30–45 mins)
3. Draft thesis (20–30 mins with breaks)