

Backwards Planning Sample

Monday	Tuesday	Wednesday	Thursday	Friday
5:30–7:30 pm Begin research (120 mins, with breaks) 1. Read and annotate (45 mins) 2. Summarize (30– 45 mins) 3. Draft thesis (20– 30 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!