Reverse To-Do List

A reverse to-do list can help you organize all of the steps to achieve your goal on time. To effectively create a reverse to-do list, you will need to make a list of every task needed to complete an assignment and start scheduling from the due date backwards to the beginning. We will use a research paper as an example assignment.

Step 1: Organize - What is the assignment, paper, or project?

- You read through an assignment prompt and understand you have a five-page research paper due on 9/29.

Step 2: Breakdown & Account for Small Details - What are the assignment details? It's useful to look at any provided rubrics or guidelines. Does this assignment require printing? Poster boards? Reserving a study room? Meeting with a tutor?

- You break down various tasks that need to be completed in order to finish the assignment including finding courses, writing an outline, and visiting the Writing Center.

Step 3: Set Deadlines for Each Task & Schedule Wiggle Room - It can be helpful to create deadlines throughout the assignment to keep you on track. Leave time for edits, revisions, practice, group meetings, or possible events that could lead to delays in your original plan.

- The due date for this assignment is 9/29. You set a goal to have the paper turned in by 9/27. In order to get the assignment turned in by this date, when does the previous task need to be completed?

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9/09 Read assignment description	9/10 Decide research topic	9/11 Find sources for paper	9/12	9/13 Read articles and take notes	9/14	9/15 Rough outline and incorporate sources
9/16 Schedule Writing Center appointment	9/17 Complete first half of paper	9/18	9/19 Visit Writing Center	9/20 Make edits	9/21 Check citations and create citation page	9/22
9/23	9/24 Make edits and read aloud	9/25	9/26 Final edits	9/27 **Self-made due date**: turn in paper	9/28	9/29 Due! ⭐