Backwards Planning

"Start with the end in mind." Stephen Covey

Backwards planning is an organizational tool that can help you be successful in your approach to projects or exam planning over a period of time.

Spreading out work over time makes the project/exam prep much more manageable.

See the **example and tips** below to start Backwards Planning today!

Organize

Use a planner, calendar or phone app to keep track of the project/paper/exam deadlines

Take baby steps

Create a list of manageable steps needed to complete the project
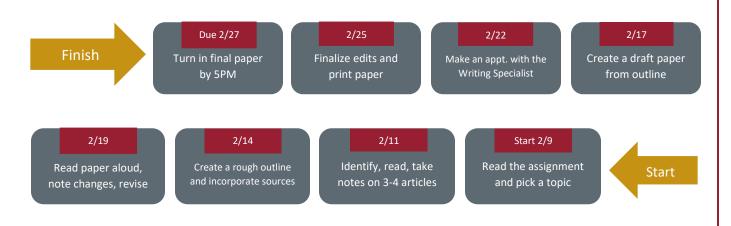
Create deadlines

Take your list of steps and working backwards from the due date, create deadlines for each step in the process

Schedule with the big picture in mind

Be sure to schedule these project steps keeping in mind other priorities and responsibilities. See the Prioritization Methods worksheet for more information.

Be Realistic/Plan for Emergencies

You know yourself, be realistic in planning your deadline and plan for emergencies. Give yourself some wiggle room in case some deadlines are not met

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Finish →

Due 2/27	2/25	2/22	2/17
Turn in final paper by 5PM	Finalize edits and print paper	Make an appt. with the Writing Specialist	Create a draft paper from outline

2/19	2/14	2/11	Start 2/9
Read paper aloud, note changes, revise	Create a rough outline and incorporate sources	Identify, read, take notes on 3-4 articles	Read the assignment and pick a topic

← **Start**

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Want to learn more? Work with the Learning Specialist to discover different time management strategies that work for you. Call 509-358-7757 or go online, wsu.mywconline.net, to make an appointment.