BREAK IT DOWN: PAPERS AND BIG ASSIGNMENTS

ASSIGNMENT: COURSE:

PROCESS	NOTES
1) What steps will get the ball rolling? ☐ Assess the prompt by reading thoroughly, annotating, taking notes, and writing down questions ☐ Write due date in planner and here: _____ ☐ Brainstorm ideas and write them down ☐ Bring questions and ideas to instructor (via office hours or a scheduled appointment) — Date & Time:	
2) What can support successful completion of this assignment? ☐ Library Lab (help with research) — Date & Time: _____ ☐ Writing Center (writing process) — Date & Time: _____ ☐ Academic Success Center/Partners (breaking down & planning out assignment) — Date & Time: _____	
3) What's the plan for completion? ☐ Break up assignment into sub-tasks ☐ Place sub-tasks into my calendar/planner (see back page) ☐ Add any meetings (from #2) to calendar/planner	
4) How to engage in the writing process? ☐ Find, read, annotate, and take notes on materials ☐ Even if assigned readings are complete, go back through with the intention of finding evidence ☐ Pull out specific quotes and ideas and stay organized with citations ☐ Generate text at any and all points that you have ideas ☐ See additional tasks in the writing process on the back page	
5) Feeling stuck? Try... ☐ Circle back to #1 again and work down the list to see where stuck ☐ Dictate your thoughts using speech-to-text (available on Microsoft Word or Read & Write) ☐ Talk about your ideas and/or read your text out loud to someone ☐ Connect with professor for feedback and assistance ☐ Consider turning in what you have and ask for opportunity to revise	
6) How did it go? Reflect on... ☐ ...comments, feedback, and grade ☐ ...the process (what worked, what didn't) ☐ ...how to adapt for next time	

KEEP BREAKING IT DOWN

Some ideas for subtasks: brainstorm ideas, get feedback/approval of topic, research question, or thesis, make a concept map or outline, find sources, read, and pull text from sources, generate text for a rough draft, read text out loud to self or have a person or computer read it, seek feedback from instructor or classmate, incorporate previous feedback from instructor, revise, edit, and proofread, organize and add citations, create the works cited page

Sub-tasks	Date
1)	
2)	
3)	
4)	
5)	
6)	
7)	
8)	
9)	
10) Turn it in! Double check the time it's due and the method of submitting it.	

From the Academic Success Center | Grinnell College | Steiner Hall 2nd Floor | success@grinnell.edu
Special thanks to ASC 101 students for collaborating on an initial draft of this content!