



**Instructions for the Long-Term Planner**

The purpose of a Long-Term Planner is to help you lay out everything you need to do in a given semester.

1. In the first column, write in the appropriate dates for the weeks of the current semester.
  2. Go to the Assignment List (green sheets) for this class and note what is listed in the third column (Due This Day).
  3. Write these items down in the appropriate date box.
  4. You should break down big projects into smaller sub-projects. For example, break down the two Final Projects (Group Project & Term Paper) down as follows, and make sure to list these sub-projects as well. (These sub-projects should be done outside of class time.)
    - a. **Group Project**
      - i. Meet with group member(s)
      - ii. Visit Office
      - iii. Prepare PowerPoint file
    - b. **Term Paper**
      - i. Complete Extra Credit Assessments (due dates are given on Assignment List)
      - ii. Determine Research Paper Topic
  - iii. Complete Information Gathering Process
  - iv. Identify Informational Interview Subject
  - v. Schedule Informational Interview
  - vi. Complete Informational Interview
  - vii. Write Paper
  - viii. Review Paper
  - ix. Have Paper Edited
5. For every assignment listed in the third column (including reading assignments and materials to purchase) record them in the proper date box.
6. Do not use this planner to write in your weekly schedule or appointments – it is only used to record what you need to do.
7. Repeat this process for every week of the semester.
8. Once you have finished the process for this class, go back and repeat Steps 2 through 6 for any other classes you have this semester
9. Once you are through, answer the Reflection questions below:

**Reflection:**

1. What week are we currently on?: \_\_\_\_\_
2. According to this long-term planner what homework/assignment is due next?: \_\_\_\_\_
3. What do you need to do now in order to get that assignment done on time?: \_\_\_\_\_
4. Do I have a time in the semester where I will be very busy? If so, how can I plan my non-school life to accommodate for this?: \_\_\_\_\_

**Test your understanding:**

**What is the main point of this assignment?**

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**Why were you expected to do this exercise?**

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**Reflection:** Write down your thoughts/reactions:

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