

TIME MANAGEMENT SHEET: READING IN DIFFERENT VOICES

TASKS	Time initially allocated	Date(s) to do task	Actual time taken	Date task completed
Read the instructions.				
Develop your Time Management Plan.				
Do Academic integrity Tutorial.				
Read the article.				
Re-read the article and take notes for the three voices.				
Write your annotation: <i>the Author's Voice</i> .				
Write <i>the Evaluative Voice</i>				
Write <i>the Self Reflective Voice</i>				
Edit and revise the three voices.				
Write a discussion question.				
Write one paragraph commentary on your time management skills				
Proofread and finalize.				
Use the checklist.				
Do any final revisions as a result of doing the checklist.				