

TIME MANAGEMENT SHEETS

STEP ONE: Tasks	Time initially allocated	Date(s) to do task	Actual time taken	Date task completed
Time Management Plan				
Develop GBA questions on your topic				
Current Views				
On-line tutorial: <i>Research Roadmap</i>				
Proofread and finalize				

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STEP TWO: Tasks	Time initially allocated	Date(s) to do task	Actual time taken	Date task completed
Time Management Plan				
Read Appendix 1				
Index searches for 20 relevant scholarly articles				
Evaluate scholarly book				
Evaluate scholarly anthology				
Evaluate journal article				
Citation exercise on three sources				
Bibliography				
Proof read and finalize				

STEP THREE: Tasks	Time initially allocated	Date(s) to do task	Time actually taken	Date task completed
Time Management Plan				
On-line tutorial: <i>Academic Integrity</i>				
Read four sources and take initial notes				
In-depth reading of sources and do annotations				
Commentary on four sources				
Re-examine original views				
Research outline #1				
Rsearch outline #2				
Time Management commentary				
Proof read and finalize				

