

Chart 7: Essay Writing Time Management 1

practice it Make a Schedule

Fill in the first two columns of this chart. If your writing assignment does not require you to respond to readings, just start with the fourth row down, pre-writing. After you finish your essay, return to this chart and complete the last column. Recording how much time you actually spent on each task and a few reflections on your process helps you accurately estimate the time needed for the next essay. See page 000 of your print book for guidance on using this chart.

TASK	Planned Day to Complete	Estimated Time to Complete	Actual Time to Complete
Reading and annotating the articles in Chapter 2	Wednesday by noon	4 hours	6 hours
Organizing thoughts about the articles in Chapter 2			
Reading and understanding the essay assignment			
Pre-writing			
Thesis development			
Outlining			
Generating support and evidence			
Writing topic sentences			
Writing rough, rough draft			
Adding an introduction and conclusion			

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