



Meeting assignment deadlines

Introduction

When you are set an assignment, it can initially seem quite intimidating. It is therefore a good idea to breakdown the assignment into a series of smaller, more manageable stages. You should then set yourself a deadline for completing each stage of the assignment – this will help to motivate you to complete the work.

The following outlines how an assignment could be broken down:

Assignment Task	My Deadline
Handout date	8 th February
Breakdown the question	12 th February
Undertake research, reading and create notes	22 nd February
Create a plan	1 st March
Write first draft	10 th March
Revise draft (as needed)	15 th March
Proofreading	18 th March
Hand in date	22 nd March

Remember

Do not forget other assignment commitments – you may need to work on more than one assignment at once.

Find out more

Check out the **Time management and organisation** section of the Study Hub: Online.



Further information

The Learning Resources Study Hub provides a range of opportunities (such as workshops and drop-ins) for you to enhance your academic skills. For more information visit:
lrweb.beds.ac.uk/studyhub

