

# Salem County Christian Academy-Study Skills Booklet

## Schedule Your Work

### As soon as an assignment is made . . .

1. Write down what the teacher expects in the project and the date it is due.
2. Determine how much time you have and determine any other major class, or work, responsibilities you have during that same time.
3. For big projects, list all the specific tasks you must complete.
4. Estimate how much time each step will take.
5. Plan a timeline so that you can complete each task and the whole project on time.
6. Begin work on one task at a time.

### Example: Term paper due in 6 weeks

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|---|----------------|
| <b>1. Define topic and write outline</b>                            | <b>1 week</b>  |
| <b>2. Get books and articles at library and complete note cards</b> | <b>2 weeks</b> |
| <b>3. Organize notes and write rough draft</b>                      | <b>1 week</b>  |
| <b>4. Revise and edit, rewrite, type, proofread</b>                 | <b>1 week</b>  |
| <b>5. Create cover, etc., and submit.</b>                           | <b>1 week</b>  |