



Time Management for Writing

Writing papers can be stressful due to time constraints. Use this table to plan out your paper-writing process. Set a reasonable goal for how long it will take you to complete each portion of the paper and record the actual time it takes. This will help you decide if you are using time efficiently or if distractions are slowing down the process. You probably won't use all of these steps for every paper, so only record times for steps you actually plan on using.

DON'T RUSH YOUR WRITING. Prioritize the steps in the process or sections of your paper that require the most work and try to devote as much time as possible to these parts.

ACTIVITY:	GOAL TIME:	ACTUAL TIME:
Analyze the Assignment	_____	_____
Reread Notes/Textbook/Research, etc.	_____	_____
Pre-Write (Brainstorm, Outline, etc.)	_____	_____
Write a Draft (First Draft)	_____	_____
Get Feedback (Professor, WRC, etc.)	_____	_____
Revise (Second Draft)	_____	_____
Get Feedback (Professor, WRC, etc.)	_____	_____
Revise (Third Draft)	_____	_____
Make Corrections/Edit	_____	_____
Finalize the Paper (Check spelling, citations, title, format)	_____	_____
TOTAL TIME TO WRITE PAPER:	_____	_____

Notes:

