Assignment List

1. Get your course syllabi for the semester.
2. Create an assignment list for each course. Include readings, projects, papers, tests, test preparation time, etc.
3. Break big and long-term assignments into small units. List each unit separately.
4. Estimate how long each activity will take (Time Required).
5. List due dates.

Course Title: _____

Assignments	**Time Required**	**Due Date**