Practice: Create a Project Timeline

In your writer’s notebook, create a project timeline like the one shown here. The steps in your process might be slightly different, but most writing projects involve these general stages. As you create your timeline, keep in mind any specific deadlines given in your assignment, such as the dates when you must hand in first drafts and revised drafts.

**Project Timeline**

**Activity Start date Completion date**

|  |  |  |
| --- | --- | --- |
| Analyze your assignment |  |  |
| Generate ideas |  |  |
| Collect and read potential sources |  |  |
| Choose a focus |  |  |
| Develop your ideas |  |  |
| Write a first draft |  |  |
| Review and revise your first draft |  |  |
| Write and revise additional drafts |  |  |
| Polish your final draft |  |  |
| Edit for accuracy and correctness |  |  |
| Finalize in-text citations and works cited list |  |  |