

# Reverse Planning For Exams, Papers, Projects, Etc...

Reverse Planning is great for those long-term projects like papers, research projects and exams. It is a proactive strategy aimed at preventing procrastination and helping to diminish those feelings of being overwhelmed.

1. Get a paper or electronic calendar/planner.
2. Write down the due date for your major project, paper or test: \_\_\_\_\_
3. Take a minute to determine all you will need to do to complete a quality project, polished paper or to ace a test. Jot down each step.  
\*It is always better to err on the side of assigning too much time to the mini assignments. They may take longer than expected, so give yourself plenty of time and you should have fewer problems meeting your deadlines all along.
4. Starting on the due date, count backwards on your calendar the number of weeks you will need to accomplish your goal.
5. Start at your due date and work backwards to plot deadlines for these “mini assignments.” Be specific about what step you want to have completed and when.
6. Once you have filled in all your deadlines for the “mini assignments,” check and see how close you are to your original start date. Make adjustments if necessary.
7. The following example, while not comprehensive, demonstrates how to reverse plan for an exam. Each student must discover the planning process that works best for him/her.

Subject	American History
Exam Date	2 weeks away
Exam Topic	U.S. Civil War
Focus	Battles fought in Virginia
-Plan	Create notecards about army generals
Time Needed to Accomplish Plan	2 hours
Date to Be Completed	Day 4
-Plan	Rewrite notes
Time Needed to Accomplish Plan	3 hours
Date to Be Completed	Day 8
-Plan	Create your own quiz from notes
Time Needed to Accomplish Plan	2 hours
Date to Be Completed	Day 11
-Plan	Review
Time Needed to Accomplish Plan	2 hours
Date to Be Completed	Day 13