





SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 Drop-in to Writer's lab, Review assignment & brainstorm topic ideas	General topic & background Research. Narrow topic.	Create a search strategy & Start Research. Save & cite with Zotero as you go!
4 Begin Research: assign color coding to subtopics while highlighting key information & extract highlights with Read Write or LiquidText	5 Chat with a librarian For ideas on how to gather more research & find scholarly sources	6 Writer's lab Appt. Use Inspiration to create a mind map & convert to an outline. Develop Thesis.	7 Do more Research	8 Writing: Start Body paragraphs	9 Drop in to Writer's lab to review progress	10 More Research
11 Writing: Work on Body Paragraphs	1 Writer's lab appt. Edit body paragraphs.	13 Writer's lab appt. Work on Intro.	14 Do follow-up research. Extend ideas and add more data to paper.	15 Writer's lab Drop-in for edits. Focus on grammar.	16 Writer's lab Drop-in for edits. Focus on word choice.	17 Writing: Revise Draft
Write Conclusion. Create Bibliography With Zotero. Check citations following a citation guide.	19 Writer's Lab appt. Review works cited and conclusion.	20 Writing: Revise Final Draft	21 Writer's lab appt. Last Revisions	22 Drop-in to Writer's Lab for final touches	23 Research Paper Due	

Source: Mary Beth Eustice, SALT Ctr, 1010 N. Highland Ave, Tucson, AZ 85721

Make Your Own Plan

Before you Begin

- 1. Review assignment requirements & the Research Tech Tips Handout.
- 2. Find the due date of your assignment. What day of the week is it?
- 3. Record the due date in the third or fourth row under that day of the week.
- 4. Fill in the #'s for the dates in the top of each square & label the month(s)

Building Your Research Plan

- 5. Assign yourself due dates for tasks on this checklist.
- 6. Be sure to add any additional required components not on this checklist.
- 7. Adjust plan as necessary throughout the process.

First Week	Writing
□Brainstorm topic ideas □Do background research on a few topics. □Select topic & do more research. □Refine or narrow topic. □Start a Color-coding scheme (see handout) □Research the topic.	☐Mind Map ☐Thesis & Outline ☐Body Paragraphs & Adding intext Citations as you go ☐Introduction ☐Conclusion ☐Bibliography or Works Cited ☐Revisions

Add Support

8. Schedule Writer's lab appointments for the following:				
□Brainstorming □Thesis & Outlining				
□Midway checkpoint				
□Editing Check □Word Choice				
□Final Revisions				
Schedule Writer's lab appointments for the following: Schedule Content Tutoring for researching & analysis of topic				

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Your Research Plan

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