**Reverse Timeline Tool**

**Start here and work back to the present**

**Deadline**

**(Be specific with**

**time/date)**

**Begin Final**

**Draft**

**Begin Rough Draft**

**Begin Research/**

**Notes**

**Now/Present**



**Complete Research/**

**Notes**

**Last safe moment**

**to complete**

**task**

**Complete Rough**

**Draft**

* Consider factors such as accessibility of printing, reliable internet, overloaded sites (everyone trying to submit at the same time), work/ personal commitments etc. when developing the timeline.
* Apply x 3 rule – triple the amount of time you think each part will take (if you can)
* Final Draft will always be quicker than the initial process.

**Key:**

= “Fudge Factor” – allow for extra time to fix problems that may arise

