Action Plan

An action plan is a way to structure your time. It is a technique to understand **what** it is that you need to do and **when** you need to do it. You will also identify the steps to accomplish the task. By breaking down large tasks into smaller steps, you will be able to improve the quality and efficiency of your work. Try using this technique for writing a paper, studying for an exam, completing an art project, finishing an assignment, or meeting your I-D-A-H-O Goal.

Example:

Task: Write research paper   **Due Date: Midterms Week**

Step 1 (Complete by: 14 days before due date)

o   Make an appointment with the Writing Center to brainstorm ideas for paper.

Step 2 (Complete by: 12 days before due date)

o   Go to the University of Idaho Library and find three text sources.

Step 3 (Complete by: 10 days before due date)

o   Begin rough draft of paper: Write 750 out of 1500 words, double-spaced, with in-text citations and MLA works cited page.

Step 4 (Complete by: 7 days before due date)

o   Finish rough draft of paper: 1500 words, double-spaced, with in-text citations and MLA works cited page.

Step 5 (Complete by: 5 days before due date)

o   Make an appointment with the Writing Center to make edits to my rough draft.

Step 6 (Complete by: 2 days before due date)

o   Revise edits with Writing Center tutor's suggestions. Save as a PDF and submit to BbLearn.

Action Plan

University _of_ Idaho
Tutoring and College Success

Task: **Due Date:**

Step 1 (Complete by:)

  o _____

Step 2 (Complete by:)

  o _____

Step 3 (Complete by:)

  o _____

Step 4 (Complete by:)

  o _____

Step 5 (Complete by:)

  o _____

Step 6 (Complete by:)

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