



LEARNING RESOURCES: MANAGE YOUR TIME IN UNIVERSITY

BACKWARDS PLANNING

Write the date of your test in the last row of the chart. Work **up** the chart from bottom to top filling columns A and B. As you study, fill in column C to learn about your time management habits. This will help you create a stronger Backwards Plan for your next test.

| Task - The assignment or test you are backwards planning for. | A. How long will it take to complete this task? (in hours) | B. When will I work on this task? (list dates) | C. How long did it actually take to complete this task? (in hours) |
|--|--|--|--|
| Getting Organized - list what this involves for you here: | | | |
| To-Do List - list what you need to study and what study materials you need to create: | | | |
| Review Material | | | |
| Practice (e.g. complete a sample test, self-quiz) | | | |
| Final Review | | | |
| Test Date | | | |