**Assignment Chunking Template**

1. Write your coursework into the “coursework” column (i.e.: essay, exam, lab, etc.)
2. Write in how much time you have to complete this (i.e.: 2 weeks, 14 days, etc.)
3. Brainstorm and write stages or milestones for your coursework (i.e.: research, draft, edit, review, self-study. Write stages in order of completion (i.e.: 1 complete first, 2 to complete next…)
   1. If you are stuck, you can you the [Assignment Planner](https://digital.utsc.utoronto.ca/assignment-planner) to help you identify stages and tasks
4. Estimate and write how much time you think you need for each stage
5. Brainstorm and write small tasks for each stage (i.e.: find 2 articles, read 1 chapter, make 10 flashcards, etc.). Try creating tasks that are specific and measurable so that you can better identify the end point of that task.
6. Focus on one stage at a time and try to complete all the tasks within the time you’ve given yourself. Reflect on whether the time you gave yourself was enough and adjust your following timelines as you need.

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| **Coursework**  List the coursework to complete | **Stages**  Identify the milestones involved in completing this task | **Tasks**  Identify the small steps involved in completing each stage |
| Add or take away rows as you see fit. If many tasks are overwhelming, fill in one stage at a time. | | |
| Time: | Estimated Time: (i.e.: 2-3 days) |  |
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| Estimated Time: (i.e.: 5-6 hours) |  |
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| Estimated Time: (i.e.: 1-2 days) |  |
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| Estimated Time: (i.e.: 2-4 hours) |  |
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