**Assignment planning and execution**

1. Use [Deakin Assignment Planner](https://www.deakin.edu.au/students/studying/study-support/academic-skills/assignment-planner)to give you an idea of what proportion of time to spend on each stage of your assignment. This is a useful tool that will assist you with planning for the different stages of an assignment like planning and preparing, researching, taking notes, drafting and redrafting etc.
2. Before you begin working on your assignment, it is important that you understand what is expected of you to successfully complete the assignment. Begin by analysing the topic/instructions, and requirements. In dot points, write down things you didn’t understand in the assignment instructions and things you did to resolve the issues. Add or delete rows if necessary.

|  |  |
| --- | --- |
| Things you didn’t understand in the assignment instructions: | Things you did to resolve the issues: |
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1. Fill in the table below before the beginning, during middle and end stages of the assignment. In dot points, jot down things that you have you done in each of the following steps.

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| --- | --- | --- |
| Steps to follow: | Analysis | Business Report |
| Plan and prepare |  |  |
| Research, read, take notes and/or outline |  |  |
| Write the first draft |  |  |
| Revise and re-draft |  |  |
| Proofread and submit |  |  |

1. Turning the plan into action. In dot points, complete the table by writing the challenges encountered in completing the assignment and actions taken to resolve the challenges. Add or delete rows if necessary.

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| --- | --- | --- | --- |
| **Analysis** | | **Business Report** | |
| Challenges encountered | Actions taken to resolve the challenges | Challenges encountered | Actions taken to resolve the challenges |
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