Plan out your project! Break up your project into small pieces. Think about the resources/time you need to get the small part finished, then assign a due date. No part is too small. If it takes time, put it on the list. Start with the final due date and work backwards.

Name of Project:

Brief Summary:

Deadline:

Part of the Project	What resources do you need? Literature? Lab results? Collaborators? Training? Approvals/Signatures?	Due date