**Writing Plan Chunking Guide**

1. What’s my deadline?

A. Final Draft Due:

1. Are there any other significant dates?
2. First Draft Due:
3. How many large sections can you break your project into? What are they?
4. Section number:
5. Section 1:
6. Section 2:
7. Etc.
8. How can you break each large section into smaller chunks?
9. Section 1:
   1. Chunk 1:
   2. Etc.
10. Section 2:
    1. Chunk 1:
    2. Etc.
11. Section 3:
    1. Chunk 1:
12. Etc.
13. What tasks do you need to accomplish to complete each “smaller chunk” listed in Question 4?
14. Chunk 1.1:
15. Chunk 1.2:
16. Chunk 2.1:
17. Chunk 3.1:
18. Etc.
19. Consider your writing process. When are you most productive? In what environment? Organize the tasks you developed in Question 5 by difficulty and by their role in the overall project (some tasks will be dependent on the completion of others first).
20. The most difficult tasks are:
21. Fill in
22. As many
23. As needed
24. Etc.
25. Therefore, I am going to schedule to do them at my most productive time/place, which is:
26. What tasks need to accomplished first so that others can be done?
27. Fill in
28. As many
29. As needed
30. Etc.
31. Now, go back to questions 3 & 4 and set yourself tentative due dates for each big section. Then, if you can, do the same for the smaller chunks that make up those big sections. List those here:
32. Big sections:
33. Smaller chunks: