



Timeline - Sample

What I have to do: Write a persuasive essay about recycling



What I'll Do:	Go online and write down three facts from two trustworthy websites	Ask librarian for suggestions and check out two books on recycling	Skim important looking chapters, check index for more information. Write down three facts from each book.	Check notes, put most important information into web	Type first draft from web, read over, print out and give to Mom for editing.	Add Mom's changes to essay, print out, put in binder
When I'll do it:	Monday night, 7:00	Tuesday, 3 rd period	Tuesday night, after rehearsal	Thursday night, 8:00	Saturday afternoon	Sunday afternoon
How long I think it will take:	1 hour	Whole period	30 minutes	1 hour	2 hours	30 minutes
How long it took:	30 minutes	Whole period	50 minutes	1 hour, 5 minutes	About 2 hours	45 minutes
(maybe) Why my guess was off:	More sites on recycling than I thought there would be!	w/a	Books were boring, got distracted a lot.	Close! Checked Facebook a few times.	w/a	LOTS of changes to make.