

# Multiple Essay Timeline Planner

Managing 3-5 Concurrent Essay Deadlines

## ☐ MASTER TRACKING SHEET

### Current Essays Overview

Essay #	Course	Topic	Word Count	Deadline	Status	Priority
1	_____	_____ _____	_____	//__	<input type="checkbox"/> Not Started  <input type="checkbox"/> Research  <input type="checkbox"/> Drafting  <input type="checkbox"/> Revising	<input type="checkbox"/> High  <input type="checkbox"/> Medium  <input type="checkbox"/> Low
2	_____	_____ _____	_____	//__	<input type="checkbox"/> Not Started  <input type="checkbox"/> Research  <input type="checkbox"/> Drafting  <input type="checkbox"/> Revising	<input type="checkbox"/> High  <input type="checkbox"/> Medium  <input type="checkbox"/> Low
3	_____	_____ _____	_____	//__	<input type="checkbox"/> Not Started  <input type="checkbox"/> Research  <input type="checkbox"/> Drafting  <input type="checkbox"/> Revising	<input type="checkbox"/> High  <input type="checkbox"/> Medium  <input type="checkbox"/> Low
4	_____	_____ _____	_____	//__	<input type="checkbox"/> Not Started  <input type="checkbox"/> Research  <input type="checkbox"/> Drafting  <input type="checkbox"/> Revising	<input type="checkbox"/> High  <input type="checkbox"/> Medium  <input type="checkbox"/> Low
5	_____	_____ _____	_____	//__	<input type="checkbox"/> Not Started  <input type="checkbox"/> Research  <input type="checkbox"/> Drafting  <input type="checkbox"/> Revising	<input type="checkbox"/> High  <input type="checkbox"/> Medium  <input type="checkbox"/> Low

## ❑ PRIORITY CALCULATOR

### Scoring System (Calculate for Each Essay)

#### 1. Deadline Urgency (Max 40 points)

- Due within 3 days: **40 points**
- Due in 4-7 days: **30 points**
- Due in 8-14 days: **20 points**
- Due in 15+ days: **10 points**

#### 2. Grade Weight (Max 30 points)

- Worth 30%+ of final grade: **30 points**
- Worth 20-29% of final grade: **20 points**
- Worth 10-19% of final grade: **15 points**
- Worth <10% of final grade: **10 points**

#### 3. Completion Status (Max 20 points)

- Not started (needs most time): **20 points**
- Research phase: **15 points**
- Drafting phase: **10 points**
- Revising phase: **5 points**

#### 4. Difficulty Level (Max 10 points)

- Very challenging topic/format: **10 points**
- Moderate difficulty: **7 points**
- Familiar topic/comfortable: **5 points**

### Priority Score Calculation

Essay	Deadline Points	Weight Points	Status Points	Difficulty Points	**TOTAL SCORE**	**PRIORITY RANK**
1	_____	_____	_____	_____	_____	_____
2	_____	_____	_____	_____	_____	_____
3	_____	_____	_____	_____	_____	_____
4	_____	_____	_____	_____	_____	_____
5	_____	_____	_____	_____	_____	_____

#### Priority Ranking:

- **80-100 points = CRITICAL** (work on this TODAY)
- **60-79 points = HIGH** (schedule this week)
- **40-59 points = MEDIUM** (schedule next week)

- 20-39 points = LOW (plan ahead)

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## ☐ PHASE TRACKING TEMPLATES

**Essay #1:** \_\_\_\_\_

**Deadline:** \_\_/\_\_/\_\_ | **Words:** \_\_\_\_\_ | **Grade Weight:** \_\_\_\_\_%

### Phase Breakdown

Phase	Tasks	Time Needed	Target Completion	Status
<b>Research &amp; Planning</b>	<input type="checkbox"/> Read assignment  <input type="checkbox"/> Choose topic  <input type="checkbox"/> Find 5-8 sources  <input type="checkbox"/> Take notes  <input type="checkbox"/> Create outline	_____ hours	__/__/__	<input type="checkbox"/> Complete
<b>First Draft</b>	<input type="checkbox"/> Write introduction  <input type="checkbox"/> Write body paragraphs  <input type="checkbox"/> Write conclusion  <input type="checkbox"/> Rough citations	_____ hours	__/__/__	<input type="checkbox"/> Complete
<b>Revision</b>	<input type="checkbox"/> Review argument flow  <input type="checkbox"/> Strengthen evidence  <input type="checkbox"/> Improve transitions  <input type="checkbox"/> Check thesis alignment	_____ hours	__/__/__	<input type="checkbox"/> Complete
<b>Editing &amp; Formatting</b>	<input type="checkbox"/> Grammar/spelling check  <input type="checkbox"/> Format citations  <input type="checkbox"/> Check requirements  <input type="checkbox"/> Final proofread	_____ hours	__/__/__	<input type="checkbox"/> Complete

**Total Time Estimate:** \_\_\_\_\_ hours **Buffer Time (20%):** \_\_\_\_\_ hours **Adjusted Total:** \_\_\_\_\_ hours

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## Essay #2: \_\_\_\_\_

Deadline: \_\_/\_\_/\_\_ | Words: \_\_\_\_\_ | Grade Weight: \_\_\_\_\_%

### Phase Breakdown

Phase	Tasks	Time Needed	Target Completion	Status
Research & Planning	<input type="checkbox"/> Read assignment  <input type="checkbox"/> Choose topic  <input type="checkbox"/> Find 5-8 sources  <input type="checkbox"/> Take notes  <input type="checkbox"/> Create outline	_____ hours	__/__/__	<input type="checkbox"/> Complete
First Draft	<input type="checkbox"/> Write introduction  <input type="checkbox"/> Write body paragraphs  <input type="checkbox"/> Write conclusion  <input type="checkbox"/> Rough citations	_____ hours	__/__/__	<input type="checkbox"/> Complete
Revision	<input type="checkbox"/> Review argument flow  <input type="checkbox"/> Strengthen evidence  <input type="checkbox"/> Improve transitions  <input type="checkbox"/> Check thesis alignment	_____ hours	__/__/__	<input type="checkbox"/> Complete
Editing & Formatting	<input type="checkbox"/> Grammar/spelling check  <input type="checkbox"/> Format citations  <input type="checkbox"/> Check requirements  <input type="checkbox"/> Final proofread	_____ hours	__/__/__	<input type="checkbox"/> Complete

Total Time Estimate: \_\_\_\_\_ hours Buffer Time (20%): \_\_\_\_\_ hours Adjusted Total: \_\_\_\_\_ hours

## Essay #3: \_\_\_\_\_

Deadline: \_\_/\_\_/\_\_ | Words: \_\_\_\_\_ | Grade Weight: \_\_\_\_\_%

### Phase Breakdown

Phase	Tasks	Time Needed	Target Completion	Status
<b>Research &amp; Planning</b>	<input type="checkbox"/> Read assignment  <input type="checkbox"/> Choose topic  <input type="checkbox"/> Find 5-8 sources  <input type="checkbox"/> Take notes  <input type="checkbox"/> Create outline	_____ hours	___/___/___	<input type="checkbox"/> Complete
<b>First Draft</b>	<input type="checkbox"/> Write introduction  <input type="checkbox"/> Write body paragraphs  <input type="checkbox"/> Write conclusion  <input type="checkbox"/> Rough citations	_____ hours	___/___/___	<input type="checkbox"/> Complete
<b>Revision</b>	<input type="checkbox"/> Review argument flow  <input type="checkbox"/> Strengthen evidence  <input type="checkbox"/> Improve transitions  <input type="checkbox"/> Check thesis alignment	_____ hours	___/___/___	<input type="checkbox"/> Complete
<b>Editing &amp; Formatting</b>	<input type="checkbox"/> Grammar/spelling check  <input type="checkbox"/> Format citations  <input type="checkbox"/> Check requirements  <input type="checkbox"/> Final proofread	_____ hours	___/___/___	<input type="checkbox"/> Complete

**Total Time Estimate:** \_\_\_\_\_ hours **Buffer Time (20%):** \_\_\_\_\_ hours **Adjusted Total:** \_\_\_\_\_ hours

**Essay #4:** \_\_\_\_\_

**Deadline:** \_\_\_/\_\_\_/\_\_\_ | **Words:** \_\_\_\_\_ | **Grade Weight:** \_\_\_\_\_%

### Phase Breakdown

Phase	Tasks	Time Needed	Target Completion	Status
<b>Research &amp; Planning</b>	<input type="checkbox"/> Read assignment  <input type="checkbox"/> Choose topic  <input type="checkbox"/> Find 5-8 sources  <input type="checkbox"/>	_____ hours	___/___/___	<input type="checkbox"/> Complete

Phase	Tasks	Time Needed	Target Completion	Status
	Take notes <input type="checkbox"/> Create outline			
<b>First Draft</b>	<input type="checkbox"/> Write introduction <input type="checkbox"/> Write body paragraphs <input type="checkbox"/> Write conclusion <input type="checkbox"/> Rough citations	_____ hours	___/___/___	<input type="checkbox"/> Complete
<b>Revision</b>	<input type="checkbox"/> Review argument flow <input type="checkbox"/> Strengthen evidence <input type="checkbox"/> Improve transitions <input type="checkbox"/> Check thesis alignment	_____ hours	___/___/___	<input type="checkbox"/> Complete
<b>Editing &amp; Formatting</b>	<input type="checkbox"/> Grammar/spelling check <input type="checkbox"/> Format citations <input type="checkbox"/> Check requirements <input type="checkbox"/> Final proofread	_____ hours	___/___/___	<input type="checkbox"/> Complete

**Total Time Estimate:** \_\_\_\_\_ hours **Buffer Time (20%):** \_\_\_\_\_ hours **Adjusted Total:** \_\_\_\_\_ hours

**Essay #5:** \_\_\_\_\_

**Deadline:** \_\_\_/\_\_\_/\_\_\_ | **Words:** \_\_\_\_\_ | **Grade Weight:** \_\_\_\_\_%

## Phase Breakdown

Phase	Tasks	Time Needed	Target Completion	Status
<b>Research &amp; Planning</b>	<input type="checkbox"/> Read assignment <input type="checkbox"/> Choose topic <input type="checkbox"/> Find 5-8 sources <input type="checkbox"/> Take notes <input type="checkbox"/> Create outline	_____ hours	___/___/___	<input type="checkbox"/> Complete
<b>First Draft</b>	<input type="checkbox"/> Write introduction <input type="checkbox"/>	_____ hours	___/___/___	<input type="checkbox"/> Complete

Phase	Tasks	Time Needed	Target Completion	Status
	Write body paragraphs  <input type="checkbox"/> Write conclusion  <input type="checkbox"/> Rough citations			
<b>Revision</b>	<input type="checkbox"/> Review argument flow  <input type="checkbox"/> <input type="checkbox"/> Strengthen evidence  <input type="checkbox"/> <input type="checkbox"/> Improve transitions  <input type="checkbox"/> <input type="checkbox"/> Check thesis alignment	_____ hours	___/___/___	<input type="checkbox"/> Complete
<b>Editing &amp; Formatting</b>	<input type="checkbox"/> <input type="checkbox"/> Grammar/spelling check  <input type="checkbox"/> <input type="checkbox"/> Format citations  <input type="checkbox"/> <input type="checkbox"/> Check requirements  <input type="checkbox"/> Final proofread	_____ hours	___/___/___	<input type="checkbox"/> Complete

**Total Time Estimate:** \_\_\_\_\_ hours **Buffer Time (20%):** \_\_\_\_\_ hours **Adjusted Total:** \_\_\_\_\_ hours

## ☐ BUFFER PLANNING WORKSHEET

### What is Buffer Time?

Buffer time is extra time added to your estimates to account for:

- Unexpected delays (technical issues, research taking longer)
- Life interruptions (illness, family emergencies, other assignments)
- Underestimating task difficulty
- Procrastination recovery time

**Recommended Buffer: 20-30% of total estimated time**

### Buffer Calculation

Essay	Base Time Estimate	Buffer %	Buffer Hours	Adjusted Total
Essay 1	_____ hours	20%	_____ hours	_____ hours
Essay 2	_____ hours	20%	_____ hours	_____ hours

Essay	Base Time Estimate	Buffer %	Buffer Hours	Adjusted Total
Essay 3	_____ hours	20%	_____ hours	_____ hours
Essay 4	_____ hours	20%	_____ hours	_____ hours
Essay 5	_____ hours	20%	_____ hours	_____ hours

**Total Hours Needed (All Essays):** \_\_\_\_\_ hours

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## ☐ WEEKLY TIME ALLOCATION

### Available Study Hours This Week

Day	Available Hours	Essays to Work On	Specific Tasks
Monday	_____	Essay #____	_____
Tuesday	_____	Essay #____	_____
Wednesday	_____	Essay #____	_____
Thursday	_____	Essay #____	_____
Friday	_____	Essay #____	_____
Saturday	_____	Essay #____	_____
Sunday	_____	Essay #____	_____

**Total Available Hours This Week:** \_\_\_\_\_ hours

#### Priority Essays to Focus On:

1. Essay #\_\_\_\_ (\_\_\_\_\_ hours needed)
2. Essay #\_\_\_\_ (\_\_\_\_\_ hours needed)
3. Essay #\_\_\_\_ (\_\_\_\_\_ hours needed)

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## ☐ DAILY ROTATION STRATEGY

### Time-Blocking for Multiple Essays



### Strategy 1: Single-Essay Focus Days

- Best for: Deep work, drafting full sections
- Assign each essay a dedicated day
- Complete one phase entirely before switching

### Strategy 2: Split-Day Rotation

- Best for: Maintaining momentum on all essays
- Morning: High-priority essay (3-4 hours)
- Afternoon: Medium-priority essay (2-3 hours)
- Evening: Quick tasks on low-priority essay (1 hour)

### Strategy 3: Task-Based Batching

- Best for: Similar tasks across essays
- Research day: Find sources for Essays 1, 2, 3
- Drafting day: Write introductions for all essays
- Editing day: Proofread completed sections

## Choose Your Strategy:

☐ **Single-Essay Focus** (I work best with deep concentration) ☐ **Split-Day Rotation** (I need variety to stay engaged) ☐ **Task-Based Batching** (I'm efficient with similar tasks)

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## ☐ WARNING SIGNS & EMERGENCY PROTOCOLS

### Red Flags That You're Falling Behind

☐ Missing multiple target completion dates ☐ Constantly working on lowest-priority essays ☐ Sacrificing sleep to meet deadlines ☐ Skipping revision/editing phases ☐ Feeling overwhelmed/paralyzed

## Emergency Triage Protocol

If you're behind schedule:

### Step 1: Recalculate Priorities

- Update deadline urgency scores
- Identify which essay matters most RIGHT NOW

### Step 2: Simplify Lower-Priority Essays

- Can you narrow the scope?

- Can you use fewer sources?
- Can you write to minimum word count?

### Step 3: Ask for Help

- Request extension (if policy allows)
- Visit professor's office hours
- Use campus writing center
- Consider professional writing services for time-critical essays

### Step 4: Damage Control

- Focus on highest-priority essays only
- Accept lower grades on less-weighted assignments
- Submit something rather than nothing (partial credit > zero)

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## ☐ ESSAY REQUIREMENTS CHECKLIST

**Essay #1:** \_\_\_\_\_

### Formatting Requirements:

- ☐ Word count: \_\_\_\_\_ (min) to \_\_\_\_\_ (max)
- ☐ Citation style: ☐ APA ☐ MLA ☐ Chicago ☐ Other: \_\_\_\_\_
- ☐ Number of sources required: \_\_\_\_\_
- ☐ Font: \_\_\_\_\_ Size: \_\_\_\_\_
- ☐ Spacing: ☐ Single ☐ Double ☐ 1.5
- ☐ Margins: \_\_\_\_\_
- ☐ Page numbers: ☐ Yes ☐ No
- ☐ Title page: ☐ Yes ☐ No
- ☐ Abstract: ☐ Yes ☐ No

### Content Requirements:

- ☐ Specific thesis statement required
- ☐ Minimum paragraphs: \_\_\_\_\_
- ☐ Primary vs secondary sources: \_\_\_\_\_
- ☐ Peer-reviewed sources required: ☐ Yes ☐ No
- ☐ Specific sections required: \_\_\_\_\_
- ☐ Draft submission required: ☐ Yes ☐ No (Date: \_\_/\_\_/\_\_)

### Submission Details:

- ☐ Submission method: ☐ Online ☐ Print ☐ Both
  - ☐ File format: ☐ .doc ☐ .docx ☐ .pdf ☐ Other: \_\_\_\_\_
  - ☐ Late penalty: \_\_\_\_\_
- 

## Essay #2: \_\_\_\_\_

### Formatting Requirements:

- ☐ Word count: \_\_\_\_\_ (min) to \_\_\_\_\_ (max)
- ☐ Citation style: ☐ APA ☐ MLA ☐ Chicago ☐ Other: \_\_\_\_\_
- ☐ Number of sources required: \_\_\_\_\_
- ☐ Font: \_\_\_\_\_ Size: \_\_\_\_\_
- ☐ Spacing: ☐ Single ☐ Double ☐ 1.5
- ☐ Margins: \_\_\_\_\_
- ☐ Page numbers: ☐ Yes ☐ No
- ☐ Title page: ☐ Yes ☐ No
- ☐ Abstract: ☐ Yes ☐ No

### Content Requirements:

- ☐ Specific thesis statement required
- ☐ Minimum paragraphs: \_\_\_\_\_
- ☐ Primary vs secondary sources: \_\_\_\_\_
- ☐ Peer-reviewed sources required: ☐ Yes ☐ No
- ☐ Specific sections required: \_\_\_\_\_
- ☐ Draft submission required: ☐ Yes ☐ No (Date: \_\_/\_\_/\_\_)

### Submission Details:

- ☐ Submission method: ☐ Online ☐ Print ☐ Both
  - ☐ File format: ☐ .doc ☐ .docx ☐ .pdf ☐ Other: \_\_\_\_\_
  - ☐ Late penalty: \_\_\_\_\_
- 

## Essay #3: \_\_\_\_\_

### Formatting Requirements:

- ☐ Word count: \_\_\_\_\_ (min) to \_\_\_\_\_ (max)
- ☐ Citation style: ☐ APA ☐ MLA ☐ Chicago ☐ Other: \_\_\_\_\_
- ☐ Number of sources required: \_\_\_\_\_

- ☐ Font: \_\_\_\_\_ Size: \_\_\_\_\_
- ☐ Spacing: ☐ Single ☐ Double ☐ 1.5
- ☐ Margins: \_\_\_\_\_
- ☐ Page numbers: ☐ Yes ☐ No
- ☐ Title page: ☐ Yes ☐ No
- ☐ Abstract: ☐ Yes ☐ No

**Content Requirements:**

- ☐ Specific thesis statement required
- ☐ Minimum paragraphs: \_\_\_\_\_
- ☐ Primary vs secondary sources: \_\_\_\_\_
- ☐ Peer-reviewed sources required: ☐ Yes ☐ No
- ☐ Specific sections required: \_\_\_\_\_
- ☐ Draft submission required: ☐ Yes ☐ No (Date: \_\_/\_\_/\_\_)

**Submission Details:**

- ☐ Submission method: ☐ Online ☐ Print ☐ Both
- ☐ File format: ☐ .doc ☐ .docx ☐ .pdf ☐ Other: \_\_\_\_\_
- ☐ Late penalty: \_\_\_\_\_

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**Essay #4:** \_\_\_\_\_

**Formatting Requirements:**

- ☐ Word count: \_\_\_\_\_ (min) to \_\_\_\_\_ (max)
- ☐ Citation style: ☐ APA ☐ MLA ☐ Chicago ☐ Other: \_\_\_\_\_
- ☐ Number of sources required: \_\_\_\_\_
- ☐ Font: \_\_\_\_\_ Size: \_\_\_\_\_
- ☐ Spacing: ☐ Single ☐ Double ☐ 1.5
- ☐ Margins: \_\_\_\_\_
- ☐ Page numbers: ☐ Yes ☐ No
- ☐ Title page: ☐ Yes ☐ No
- ☐ Abstract: ☐ Yes ☐ No

**Content Requirements:**

- ☐ Specific thesis statement required
- ☐ Minimum paragraphs: \_\_\_\_\_
- ☐ Primary vs secondary sources: \_\_\_\_\_
- ☐ Peer-reviewed sources required: ☐ Yes ☐ No

- ☐ Specific sections required: \_\_\_\_\_
- ☐ Draft submission required: ☐ Yes ☐ No (Date: \_\_/\_\_/\_\_)

**Submission Details:**

- ☐ Submission method: ☐ Online ☐ Print ☐ Both
  - ☐ File format: ☐ .doc ☐ .docx ☐ .pdf ☐ Other: \_\_\_\_\_
  - ☐ Late penalty: \_\_\_\_\_
- 

**Essay #5:** \_\_\_\_\_

**Formatting Requirements:**

- ☐ Word count: \_\_\_\_\_ (min) to \_\_\_\_\_ (max)
- ☐ Citation style: ☐ APA ☐ MLA ☐ Chicago ☐ Other: \_\_\_\_\_
- ☐ Number of sources required: \_\_\_\_\_
- ☐ Font: \_\_\_\_\_ Size: \_\_\_\_\_
- ☐ Spacing: ☐ Single ☐ Double ☐ 1.5
- ☐ Margins: \_\_\_\_\_
- ☐ Page numbers: ☐ Yes ☐ No
- ☐ Title page: ☐ Yes ☐ No
- ☐ Abstract: ☐ Yes ☐ No

**Content Requirements:**

- ☐ Specific thesis statement required
- ☐ Minimum paragraphs: \_\_\_\_\_
- ☐ Primary vs secondary sources: \_\_\_\_\_
- ☐ Peer-reviewed sources required: ☐ Yes ☐ No
- ☐ Specific sections required: \_\_\_\_\_
- ☐ Draft submission required: ☐ Yes ☐ No (Date: \_\_/\_\_/\_\_)

**Submission Details:**

- ☐ Submission method: ☐ Online ☐ Print ☐ Both
  - ☐ File format: ☐ .doc ☐ .docx ☐ .pdf ☐ Other: \_\_\_\_\_
  - ☐ Late penalty: \_\_\_\_\_
- 

☐ **TIME ESTIMATION GUIDE**

## How Long Does Each Phase Really Take?

### Research & Planning Phase:

- Reading assignment thoroughly: 30 minutes
- Brainstorming/choosing topic: 30-60 minutes
- Finding sources: 1-2 hours
- Reading and taking notes: 2-4 hours
- Creating detailed outline: 1-2 hours
- **Total: 5-9 hours**

### First Draft Phase:

- 1,000 words: 3-4 hours
- 1,500 words: 5-6 hours
- 2,000 words: 6-8 hours
- 2,500 words: 8-10 hours
- **Add 1-2 hours for citations**

### Revision Phase:

- Light revision: 1-2 hours
- Moderate revision: 2-3 hours
- Heavy revision: 3-5 hours

### Editing & Formatting Phase:

- Grammar/spelling check: 1 hour
- Citation formatting: 1-2 hours
- Final proofread: 30-60 minutes
- **Total: 2.5-4 hours**

## Adjust Based on Your Speed

**I write faster than average:** Reduce estimates by 20-30% **I write at average speed:** Use estimates as-is **I write slower than average:** Add 30-50% to estimates **English is my second language:** Add 50-75% to estimates

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## ☐ GOALS & MILESTONES

### Weekly Goals

Week of \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

**Primary Goals:**

1. ☐ \_\_\_\_\_
2. ☐ \_\_\_\_\_
3. ☐ \_\_\_\_\_

**Secondary Goals:**

1. ☐ \_\_\_\_\_
2. ☐ \_\_\_\_\_

**Stretch Goals (if time permits):**

1. ☐ \_\_\_\_\_

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**Milestone Celebrations**

Essay Completed: \_\_\_\_\_ Date Submitted: \_\_/\_\_/\_\_ Reward: \_\_\_\_\_

Essay Completed: \_\_\_\_\_ Date Submitted: \_\_/\_\_/\_\_ Reward: \_\_\_\_\_

Essay Completed: \_\_\_\_\_ Date Submitted: \_\_/\_\_/\_\_ Reward: \_\_\_\_\_

Essay Completed: \_\_\_\_\_ Date Submitted: \_\_/\_\_/\_\_ Reward: \_\_\_\_\_

Essay Completed: \_\_\_\_\_ Date Submitted: \_\_/\_\_/\_\_ Reward: \_\_\_\_\_

ALL ESSAYS COMPLETE! Big Celebration: \_\_\_\_\_

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☐ **WHEN TO GET HELP**

**Professional Writing Services Can Help When:**

☐ You're managing 4+ essays with overlapping deadlines ☐ You're behind schedule and can't catch up ☐ You have one high-stakes essay that needs to be perfect ☐ You understand the material but struggle with writing ☐ English is your second language and you need native-level writing ☐ You work full-time and don't have enough study hours ☐ You're dealing with personal/health issues affecting your time

**Strategic Approach:**

- Get help with lowest-priority essays (preserve time for important ones)
- Get help with highest-priority essays (ensure best grades where it matters)
- Get help with most difficult essays (reduce stress, free up mental energy)

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## ✓ **FINAL PRE-SUBMISSION CHECKLIST**

### **Before Submitting ANY Essay:**

**Content:**

☐ Meets minimum word count requirement ☐ Thesis statement is clear and arguable ☐ Every paragraph supports the thesis ☐ Evidence supports all major claims ☐ Transitions connect ideas smoothly ☐ Conclusion doesn't introduce new information

**Sources & Citations:**

☐ Meets minimum source requirement ☐ All sources properly cited in-text ☐ Works Cited/References page complete ☐ Citation format matches required style (APA/MLA/Chicago) ☐ No accidental plagiarism

**Formatting:**

☐ Correct font and size ☐ Correct spacing ☐ Correct margins ☐ Page numbers (if required) ☐ Title page (if required) ☐ Header with name/course (if required)

**Proofreading:**

☐ Spell-checked ☐ Grammar-checked ☐ Read aloud (catches errors spell-check misses) ☐ Checked by someone else (if possible)

**Technical:**

☐ Saved in correct file format ☐ File named properly ☐ Uploaded to correct platform ☐ Confirmation received (if online submission) ☐ Backup copy saved

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## ☐ **POST-SUBMISSION REFLECTION**

### **After Each Essay, Track What Worked:**

Essay: \_\_\_\_\_ Grade Received: \_\_\_\_\_ Grade Expected: \_\_\_\_\_



**What worked well:**

- 
- 
- 

**What I'd do differently:**

- 
- 
- 

**Time management lessons:**

- 
- 

**Apply these lessons to next essay:** \_\_\_\_\_

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**Remember:** Managing multiple essays isn't about perfection on each one. It's about strategic time allocation, realistic prioritization, and knowing when to ask for help. You've got this!