

## Create a Project Timeline

In your research log, start a project timeline like the one shown here.

The steps in your process may differ slightly, but most research writing projects follow this general process. As you create your timeline, keep in mind any specific requirements of your assignment, such as handing in first drafts, revised first drafts, and so on.

|  |             |                  |
|--|-------------|------------------|
| <b>Select your topic</b>                           | Start Date: | Completion Date: |
|  | Notes:      |                  |
| <b>Explore your topic</b>                          | Start Date: | Completion Date: |
|  | Notes:      |                  |
| <b>Narrow your topic</b>                           | Start Date: | Completion Date: |
|  | Notes:      |                  |
| <b>Develop your research question</b>              | Start Date: | Completion Date: |
|  | Notes:      |                  |
| <b>Get ready to collect and manage information</b> | Start Date: | Completion Date: |
|  | Notes:      |                  |
| <b>Collect information</b>                         | Start Date: | Completion Date: |
|  | Notes:      |                  |
| <b>Read &amp; evaluate information</b>             | Start Date: | Completion Date: |
|  | Notes:      |                  |
| <b>Take notes</b>                                  | Start Date: | Completion Date: |
|  | Notes:      |                  |
| <b>Organize your information</b>                   | Start Date: | Completion Date: |
|  | Notes:      |                  |
| <b>Develop your thesis statement</b>               | Start Date: | Completion Date: |
|  | Notes:      |                  |
| <b>Plan your document</b>                          | Start Date: | Completion Date: |
|  | Notes:      |                  |
| <b>Write the first draft of your document</b>      | Start Date: | Completion Date: |
|  | Notes:      |                  |

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|   |             |                  |
|---|-------------|------------------|
| <b>Review &amp; revise your first draft</b>       | Start Date: | Completion Date: |
|   | Notes:      |                  |
| <b>Write &amp; revise additional drafts</b>       | Start Date: | Completion Date: |
|   | Notes:      |                  |
| <b>Edit your draft</b>                            | Start Date: | Completion Date: |
|   | Notes:      |                  |
| <b>Design your document</b>                       | Start Date: | Completion Date: |
|   | Notes:      |                  |
| <b>Finalize in-text and end-of-text citations</b> | Start Date: | Completion Date: |
|   | Notes:      |                  |
| <b>Publish &amp; submit your document</b>         | Start Date: | Completion Date: |
|   | Notes:      |                  |