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**Assignment Worksheet**

**Name of Assignment: Hours of work required:**

**Course Name: Today’s date:**

**Value of Assignment (%): Due date:**

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| **Assignment Steps** | **Deadline** | **Completed (x)** |
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**Tips for Breaking down assignments:**

* Print off a copy of the assignment and have a highlighter or coloured pen ready
* Read the assignment out loud (or use your screenreader) to get an overall feeling of what is being asked of you
* Use your highlighter to select key points/expectations within the assignment
* If you find the assignment to be very text-heavy, you may choose to create another version of the assignment that you can better understand and relate to (i.e. using visuals, a different format, charts, etc.)
* Use the “Assignment Worksheet” to break down the parts of the assignment into specific deadlines to follow
* Be sure to start your planning as soon as you’ve been given your assignment!