

Backwards Mapping Plan

Complex assignments can be broken down into manageable chunks. Analyze your task using backwards mapping and determine what tasks need to be completed. Once you have organized this information, periodically refer back to your Backwards Mapping Plan in order to analyze your progress.

Name: _____ **Project:** _____

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|--|-------------------------------------|--|
| <p>Major Project Components</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p> <p>5. _____</p> | <p>Due Date:</p> | |
| | <p>5. <i>Tasks to Complete:</i></p> | |
| | <p>4. <i>Tasks to Complete:</i></p> | |
| | <p>3. <i>Tasks to Complete:</i></p> | |
| | <p>2. <i>Tasks to Complete:</i></p> | |
| <p>Potential Calendar Conflicts</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> | <p>1. <i>Tasks to Complete:</i></p> | |

Upon submitting your project, reflect and comment on the strengths of your plan and what you would do differently next time.

Backwards Mapping Plan SAMPLE

Complex assignments can be broken down into manageable chunks. Analyze your task using backwards mapping and determine what tasks need to be completed. Once you have organized this information, periodically refer back to your Backwards Mapping Plan in order to analyze your progress.

Name: Ben Project: Career Research

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|---|---|--------------------|
| <p>Major Project Components</p> <p>Complete research notes</p> <p>1. _____</p> <p>Process and summarize research notes</p> <p>2. _____</p> <p>Write presentation</p> <p>3. _____</p> <p>Create product for presentation</p> <p>4. _____</p> <p>Practice Presentation</p> <p>5. _____</p> | <p>Due Date: Presentation is on March 25</p> | |
| | <p>5. <i>Tasks to Complete:</i></p> <p>Practice Presentation by presenting to mom</p> | <p>March 23</p> |
| | <p>4. <i>Tasks to Complete:</i></p> <p>Create product for presentation - see project rubric for required components</p> | <p>March 20-22</p> |
| | <p>3. <i>Tasks to Complete:</i></p> <p>Write presentation - introduction and key points</p> | <p>March 10-19</p> |
| | <p>2. <i>Tasks to Complete:</i></p> <p>Process and summarize research notes - determine key points for pres.</p> | <p>March 9</p> |
| <p>Potential Calendar Conflicts</p> <p>Soccer games _____</p> <p>Project in English _____</p> <p>Weekend college visit _____</p> <p>_____</p> <p>_____</p> | <p>1. <i>Tasks to Complete:</i></p> <p>Complete research notes - 5 sources</p> | <p>March 2-8</p> |

Upon submitting your project, reflect and comment on the strengths of your plan and what you would do differently next time.

I didn't allow enough time for my research which set me behind in all my other tasks. Next time I either need to allow more time for research, or do a better job of working outside of class time to make sure I complete the task on time.