

**Time Management for Writing**  
**APSU Writing Center Handout**

**Time Management for Writers**

Effective time management is essential for academic writing, especially for longer assignments.

One of the best strategies is to work backwards from the due date so you can break big tasks into manageable steps.

**Time Management Steps for Success**

Before you begin writing, ask yourself:

What's the due date?

How long does the assignment need to be?

Who's my audience?

What kind of research is required?

What steps do I need to take? (examples: research, draft, revise)

**Make a Plan**

Once you know the assignment requirements, consider:

How much time you realistically need for each stage

How much time you have until the deadline

What writing pace works best for you (daily writing, weekend-only, etc.)

When to schedule breaks or extra time for revision

**Time Management Tip**

Try to finish your writing at least a day before the due date so you can do a final read-through.

### **Back planning**

Back planning means starting at the deadline and working backwards to build a realistic timeline.

Use the steps below to guide your schedule:

### **Prewrite**

Generate ideas by brainstorming or freewriting.

### **Organize**

Group related thoughts, create an outline, and form a working thesis.

### **Draft**

Write your first version without worrying about perfection, just get your ideas down.

### **Revise**

Review your draft for clarity, structure, and alignment with the assignment sheet.

### **Edit**

Polish your language, check grammar, and correct citations. Reading aloud can help.

Polish your language, fix grammar or citation issues, and read with fresh eyes.

### **Submit**

Give it one last read and submit your strongest, most thoughtful work.

### **Advice from Tutors**

Set specific days for reading, writing, and reviewing to avoid last-minute stress.

Use a planner or digital calendar to keep tasks organized and prevent burnout.

Break large assignments into manageable chunks to stay motivated and on track.

Create a clean, quiet study space and limit distractions like social media.

Don't be afraid to ask for help. Schedule an appointment with an APSU Writing Center tutor anytime you need support with creating a study plan or organizing your writing.

## References

Christensen, K., & Lachner, N. (n.d.). *Time management*. University of Nevada, Reno Writing & Speaking Center. <https://www.unr.edu/writing-speaking-center/writing-speaking-resources/time-management>

Walden University Academic Skills Center. (2020, October 2). *6 tips for successfully managing your time*. Walden Academic Skills Center. <https://waldenacademicskills.wordpress.com/2020/10/02/6-tips-for-successfully-managing-your-time/>