

# THE EIGHT-DAY PROJECT PLAN

The Eight-Day Project Plan is a great way to divide your project into more manageable parts.  
Utilize your available resources – professor office hours, study groups, and support at THINK TANK!  
-Part 1: Fill out three weeks of the SOAP (Semester on a Page) below. See next page for more info.  
- Part 2: Use the guide on the next page to break up your work - however it feels best for you.

## SEMESTER ON A PAGE

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
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DAY	ACTION STEPS	Write down notes/questions you may have:
<b>DAY 1:</b> Prep Day	<p>Look at your SOAP (on the front side of this paper) and write the due date for your project and count back 9 days. <b>That day is your Day 1.</b></p> <ul style="list-style-type: none"> <li>• Read over project details and directions carefully (twice)</li> <li>• Make a note of what the format needs to be- is it MLA? APA? PowerPoint? Creative Project?</li> <li>• Highlight the steps you need to complete</li> <li>• Break your project into daily manageable tasks- Use the SOAP to write down your daily action steps!</li> </ul>	
<b>DAY 2:</b> Planning Day	<p>Draft an outline of your project- break it down into chunks:</p> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Argument/ literature on your topic</li> <li>• The “so what” factor- why is this important?</li> <li>• Look at lecture slides and course reading materials to build your project</li> </ul>	
<b>DAY 3:</b> Research Day	<p>Use the U of A library website to find scholarly articles to support your project.</p> <ul style="list-style-type: none"> <li>• What you want to know about your topic</li> <li>• What you want to investigate with your topic</li> <li>• Collect quotes and citations to write in later. Keep a bibliography!</li> <li>• Don't be afraid to ask for help from Library staff!</li> </ul>	
<b>DAY 4:</b> Rest Day	Catch up on other homework! <b>You're making great progress!</b>	
<b>DAY 5:</b> Writing Day	<p>Take your draft to the <a href="#">Writing Center</a> for feedback and ask them to check for:</p> <ul style="list-style-type: none"> <li>• Clarity of concepts</li> <li>• Does the start of your evidence is clear for what you are trying to stay?</li> </ul>	
<b>DAY 6:</b> Edit Day	<ul style="list-style-type: none"> <li>• Make corrections</li> <li>• Add more evidence or length to your project if you need it</li> </ul>	
<b>DAY 7:</b> Biblio Day	Edit and alphabetize your bibliography. Make sure you know what format you are expected to use (Probably MLA or APA) and make sure your citations match.	
<b>DAY 8:</b> Final Edit Day	Visit the Writing Center and ask for final edits and feedback. Read through and make it perfect!	
<b>DUE DATE:</b> Turn it in!	One final read though! Submit your project with confidence!	

Source: Adapted from THINK TANK'S Eight-Day Study Plan (2026).