

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:
DAY 1: 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. That day is your Day 1.</p> <ul style="list-style-type: none"> • Read over project details and directions carefully (twice) • Make a note of what the format needs to be- is it MLA? APA? PowerPoint? Creative Project? • Highlight the steps you need to complete • Break your project into daily manageable tasks- Use the SOAP to write down your daily action steps! 	
DAY 2: Planning Day	<p>Draft an outline of your project- break it down into chunks:</p> <ul style="list-style-type: none"> • Introduction • Argument/ literature on your topic • The “so what” factor- why is this important? • Look at lecture slides and course reading materials to build your project 	
DAY 3: 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"> • What you want to know about your topic • What you want to investigate with your topic • Collect quotes and citations to write in later. Keep a bibliography! • Don’t be afraid to ask for help from Library staff! 	
DAY 4: Rest Day	<p>Catch up on other homework! You’re making great progress!</p>	
DAY 5: Writing Day	<p>Take your draft to the Writing Center for feedback and ask them to check for:</p> <ul style="list-style-type: none"> • Clarity of concepts • Does the start of your evidence is clear for what you are trying to say? 	
DAY 6: Edit Day	<ul style="list-style-type: none"> • Make corrections • Add more evidence or length to your project if you need it 	
DAY 7: Biblio Day	<p>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.</p>	
DAY 8: Final Edit Day	<p>Visit the Writing Center and ask for final edits and feedback. Read through and make it perfect!</p>	
DUE DATE: Turn it in!	<p>One final read though! Submit your project with confidence!</p>	

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