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	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.** • Read over project details and directions carefully twice • What is the required format?- ex: MLA, APA, PowerPoint, Creative Project, etc. • Highlight the steps you need to complete • Break your project into manageable tasks- **Use the SOAP to write down your daily action steps**	
DAY 2: Planning Day	Draft an outline of your project: • 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	Use the U of A library website to find scholarly articles to support your project. • What you want to know about your topic • Collect quotes and citations to write in later. Keep a running reference page • Don't be afraid to ask for help from Library staff	
DAY 4: Rest Day	Catch up on other homework. **You're making great progress!**	
DAY 5: Writing Day	Take your draft to the Writing Center for feedback and ask them to check for: • Clarity of concepts • Does your evidence support your argument?	
DAY 6: Edit Day	• Make corrections • Add more evidence to your "so what"	
DAY 7: Reference Day	Edit and alphabetize your references. Make sure your references are in the correct format (MLA, APA)	
DAY 8: Final Edit Day	Visit the Writing Center and ask for final edits and feedback. Read through and make final edits.	
DUE DATE: Turn it in!	One final read though! Submit your project with confidence!	

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