Break the result into checkable parts

Student Wyckoff · My Day · 2026-10-25

Goal: _____

Period: _____

Break the goal into pieces of output rather than hours alone. A report needs a question, suitable sources, a draft, a check and a final version. The table illustrates a workflow; it does not prescribe identical deadlines for every project. Some parts depend on others: attractive formatting cannot fix a missing answer to the main question. A student might demonstrate understanding through an original example; an employee might need a working demonstration. Keep intermediate versions so progress can be assessed through actual changes.

Part	Output	Next action	Check
Sources	Two suitable primary sources	Find the first source	It addresses the report question
Draft	Explanation and original example	Write the first paragraph	A reader can follow the reasoning
Finish	Checked final version	Check links and send it	The file opens and reaches its recipient

https://studentwyckoffshop.app/blog/2026-10-25/goal-actions-and-review#action-plan-template