



# Backwards Mapping

## Short Term Planning

*Directions: Backwards Mapping begins with identifying course "To-Do's" and dividing them into manageable chunks. Start by identifying EVERYTHING that needs to be completed over 2-7 days, and then break those tasks down.*

Work or tasks that need to be completed (use as many or as few as needed):	How can you divide this task? You may try dividing by the amount of time or number of pieces (use as many or as few as needed):	
A. <i>EXAMPLE: Read Chapter 1-5 for Psychology and watch 2-hour video</i>	A1. Chapter 1-2	A4. 1 hour of video
	A2. Chapter 3-4	A5.
	A3. Chapter 5 and 1 hour of video	A6.
B.	B1.	B2.
	B3.	B4.
	B5	B6.
C.	C1.	C2.
	C3.	C4.
	C5.	C6.
D.	D1.	D2.
	D3.	D4.
	D5.	D6.
E.	E1.	E2.
	E3	E4.
	E5.	E6.

Now that you have "chunked" your "to-do's", take some time mapping your work into the week. Ask yourself, which days can I work on each chunk?

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
To-Do:	To-Do:	To-Do:	To-Do:	To-Do:	To-Do:	To-Do:
Time Estimated:	Time Estimated:	Time Estimated:	Time Estimated:	Time Estimated:	Time Estimated:	Time Estimated: