**Planning schedule for the writing phase**

In the schedule, you write down when you plan to do certain activities (P for Plan in the example below) and when you expect to finish them (F). For smaller writing assignments, it may be sufficient to divide the work into three parts: introduction, body, and conclusion. Theses often work best if you organize the work per chapter.

In the example schedule below, the starting point is a three-round revision: revision of content, structure, and finally style. Section 10.1.1 explains why this order is important. It is also sensible to have someone read the draft versions, and that ‘action’ has been added under item 7.

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| --- | --- | --- | --- | --- |
| **Step** | **Chapter 1** | **Chapter 2** | **Chapter 3** | **Chapter x** |
| **P** | **F** | **P** | **F** | **P** | **F** | **P** | **F** |
| **1** Setting the scene |  |  |  |  |  |  |  |  |
| **2** Making an outline  |  |  |  |  |  |  |  |  |
| **3** Writing the first draft  |  |  |  |  |  |  |  |  |
| **4** Revising the content |  |  |  |  |  |  |  |  |
| **5** Revising the structure |  |  |  |  |  |  |  |  |
| **6** Revising the style of the text  |  |  |  |  |  |  |  |  |
| **7** Co-reading |  |  |  |  |  |  |  |  |
| **8** Final editing |  |  |  |  |  |  |  |  |