

Sam M. Walton College of Business *Business Communication Center*

Time Management

List short term project goals for this week/month:

List long term project goals for this semester:

List strategies to improve your writing this semester (e.g., journaling, visiting BCL):

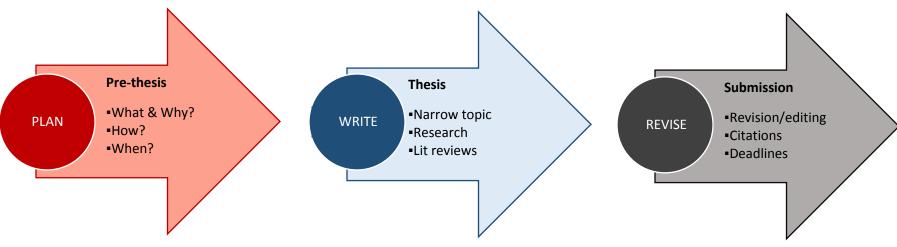
What questions do you have about the process or project:

Mind Mapping





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Complete by Semester I		
	Attend thesis workshop	
	Explore thesis options	
	Discuss project with faculty	
	Complete thesis map	

Complete by Semester II		
	Narrow topic	
	Submit HC forms	
	Research	
	Organize data & notes	
	Start Lit review	
	Synthesize & analyze	

Complete by		
	Attend thesis café	
	Submit first draft	
	Make necessary revisions	
	Check forms	
	Submit and prepare for poster	