

MAKE A SCHEDULE

Planning is an important part of writing a report. Creating a schedule will make sure you allow time for each step. In this Report Wizard step, you will identify when each of the following items is due:

- Topic
- Notecards
- Outline
- First draft
- Final paper

If a due date isn't assigned for an item, you can select a date when you *want* to complete it or select Next to skip the item.

