

AI Assignment Quick Checklist

Essential pre-flight checks before beginning your academic work.

- ☐ Understand the assignment question thoroughly
- ☐ Check your university/instructor AI policy
- ☐ Create your own initial idea and thesis direction
- ☐ Build a basic structural outline
- ☐ Find credible, peer-reviewed academic sources
- ☐ Read the original sources completely
- ☐ Record important evidence and direct quotes
- ☐ Draft the assignment in your own voice
- ☐ Verify every single citation and reference
- ☐ Check all factual claims against primary texts
- ☐ Proofread the final draft for flow and tone
- ☐ Complete the final submission compliance check

7-Step Assignment Workflow

A structured pipeline to guide you from prompt to polished submission.

UNDERSTAND → OUTLINE → RESEARCH → READ → DRAFT → VERIFY → PROOFREAD

1. Understand Assignment

☐

Notes & Key Requirements:

2. Build Outline

☐

Notes & Structure Plan:

3. Research Sources

☐

Notes & Databases Used:

4. Read & Synthesize

☐

Notes & Key Arguments:

5. Draft Content

☐

Notes & Writing Progress:

6. Verify Citations & Facts

☐

Notes & Verification Status:

7. Proofread & Polish

☐

Notes & Final Polish:

Daily Assignment Tracker

A 7-day tactical breakdown for steady, stress-free execution.

DAY	TASK FOCUS	AI TOOL USED FOR (IF APPLICABLE)	DONE
Day 1	Understand & outline	Explanation / brainstorming	☐
Day 2	Research sources	Source discovery	☐
Day 3	Read sources	Summaries / clarification	☐
Day 4	Draft paper	Writing assistance	☐
Day 5	Verify claims	Citations / facts check	☐
Day 6	Proofread	Grammar / clarity review	☐
Day 7	Final check	Submission checklist review	☐

Monthly Assignment Goal Tracker

Measure your overall productivity, research depth, and consistency.

Month: _____

Assignments completed: _____

Research sessions: _____

Sources verified: _____

Assignments submitted: _____

AI-policy checks completed: _____

Biggest improvement this month: _____

Next month's goal: _____

30-DAY CONSISTENCY GRID

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Final Submission Checklist

The definitive quality gate before you click submit.

- ☐ Every citation exists and is accurately recorded
- ☐ Every citation genuinely supports the claim it backs
- ☐ I fully understand and can defend what I submitted
- ☐ My core argument and analysis are genuinely mine
- ☐ Citation style is correct and consistent throughout
- ☐ No AI placeholders, generic phrasing, or untracked text remain
- ☐ My university's academic integrity and AI policy allows my usage