



## Integrating Healthy Balance During a Large Writing Assignment

Tips to help you maintain your mental and physical well-being, create the best assignment possible, and avoid burnout.

### 1. When you receive your assignment:

- Read over the assignment instructions carefully as soon as you can
- Make sure you fully understand what you're being asked to do
- Take note if there are going to be any related assignments
- Ask your professor if you have any questions

### 2. Approaching the assignment

- Don't wait until the last minute!
- Split your assignment into manageable chunks
- Write down important dates in a planner
- Don't schedule anything big just before the assignment is due
- Tell friends and family that you're working on a major assignment

### 3. The Writing Process

- Split your writing up into smaller tasks/sessions rather than one long all-nighter
- Remember that there are many stages to the writing process, including brainstorming, drafting, revising, editing, and proofreading
- Make a checklist of the different steps you need to take
- Try to be realistic when creating a writing plan
- Make writing a habit
- Start with low pressure activities before moving on to more difficult ones

### 4. Prioritize your health and well-being

- Minimize distractions while you're working
- Stay hydrated and eat healthy food and snacks
- Take regular breaks and try to incorporate some light exercise
- Prioritize sleep and practice self-care
- Reach out to friends, family members, or professional staff (your professor, GMC's librarians, a writing tutor) if you're struggling
- Set realistic expectations and practice self-compassion if you encounter setbacks

### 5. You did it!

- Celebrate your achievement and acknowledge the work and effort you put into it
- Give yourself a well-earned treat
- Reflect on what worked well and what didn't so that you can continue to improve