

How to Write a College Essay Planning Worksheet

Prompt and Requirements

- Copy the exact prompt or task verb

- Record the word or character limit

- List every required question or criterion

Core Planning

- Find a revealing topic

- Show agency

- Develop reflection

- Earn the ending

Evidence and Specificity

- List the strongest experience, example, or evidence

- Write what it demonstrates

- Identify any factual detail that must be verified

Final Quality Check

- The essay adds new information

- The applicant is central

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- Specific details support insight

- Voice remains authentic

- The ending transforms the opening

Submission

- Confirm names, program or scholarship, filename, and deadline

- Preview the final portal submission

- Save a copy of exactly what was submitted
