

How to Write a Personal Essay Planning Worksheet

Assignment and Focus

- Copy the task verb and central question

- Define the audience, purpose, and scope

- Write a working thesis or controlling insight

Structure

- List the major sections in logical order

- State the job of each section

- Identify required evidence, examples, or details

Quality Check

- The subject is focused

- Scenes contain concrete detail

- Reflection develops the insight

- Other people are treated ethically

- The ending is honest and connected

Final Review

- Check internal links and citations

- Check headings, alt text, and mobile formatting

- Confirm the conclusion answers the opening question
