

Name: \_\_\_\_\_

Date: \_\_\_\_\_

## Budgeting Your Time Worksheet

### Tips for Success

The Science Fair is a big project that can be a big pain or big fun, depending on how you make use of your time. Too often a lot of work gets done just before your project is due, making the Science Fair a big pain. But if you plan your effort to be carried out a little at a time over several weeks, you can enjoy your project and learn a lot, and this will show when it comes time to present at the Science Fair!

**Get the Science Fair Handbook** to fill out necessary forms and stay on top of deadlines. The school science fairs are held in early December. You have approximately 4 weeks after the end of the first quarter to get ready to present your project at the school science fair (depending on your teacher or when your school year begins).> [Science Fair Documents](#)

**Check in!** If you spend more time than you budgeted for on one step, revisit your schedule so that you stay within your timeframe for getting through each phase.

This worksheet will help you plan the time you need to get through all the steps outlined in the Science Fair Wizard ([ecuip.lib.uchicago.edu/sciencefair/wizard](http://ecuip.lib.uchicago.edu/sciencefair/wizard)).

**Get a calendar!** Science Fair projects are due in early December; so consider how long it will take to complete each step of your project and give yourself deadlines to follow.

**1** Today's date is: \_\_\_\_\_ The date of the science fair is: \_\_\_\_\_

I have \_\_\_\_\_ weeks to complete my science fair project.



### Planning

1. Pick a topic
2. Determine a problem
3. Investigate your problem
4. Formulate a hypothesis

### 2 Completion date:

(estimate 2–4 weeks\*)

The amount of time you have to plan your science fair project may be longer or shorter, depending on your teacher or when your school year begins. To help budget your time, imagine that the Planning phase will take 4 weeks.

\* You may already have a topic in mind and are ready to come up with your research question, or you may have a good question already and are ready to move ahead. Steps **Determine a problem** and **Investigate your problem** require research, and research takes time.

### Experimenting

5. Design an experiment
6. Test your hypothesis
7. Compile your data

### 3 Completion date:

(estimate 4–6 weeks)

When you design your experiment, especially when you write up your procedure, pay attention to how much time you will need to carry it out. Your actual experiment may be carried out over a period of days or weeks.

Make sure you give yourself enough time after carrying out the experiment to analyze your data and think about ways to compile it. You can revisit your schedule for the Planning Phase and adjust it if you realize you will need more time than you expected for the Experimenting Phase.

### Presenting

8. Write your research paper
9. Construct your exhibit
10. Prepare your presentation
11. Pre-science fair checklist
12. Submit your paperwork

### 4 Completion date:

(DUE IN EARLY DECEMBER!)

You should plan to write your paper first. The worksheets you use along the way will supply much of the information you need to put your paper together. Everything that you include on your exhibit board will be taken from your paper, but the presentation of the results will be highly visual. Make sure you allow yourself enough time to obtain the materials to put your board together. If possible, try out your presentation on friends and family who are not familiar with your experiment.

**This worksheet goes with the Science Fair Wizard:**

<http://ecuip.lib.uchicago.edu/sciencefair/wizard>