

Managing a Long Assignment

9th Grade

Working backwards from the deadline, and the two hardest days.

Big tasks fail at the start and in the middle, not at the end.

WORK BACKWARDS

1

Deadline first, then milestones back from it.

MAKE THE FIRST STEP TINY

2

Starting is the hardest part. Make it five minutes long.

SCHEDULE, DO NOT LIST

3

'Research' is not a task. 'Read two sources, Tuesday 6pm' is.

BUILD IN A BUFFER

4

Plan to finish two days early. Something always goes wrong.

REVIEW MIDWAY

5

Halfway through, check you are still answering the question set.

Most missed deadlines were lost in week one, not the last night.