

## Lesson 7: Planning for Long-Term Deadlines

**Learning Target:** Students will be able to use a planning sheet to break down large assignments into smaller tasks and make a plan for how to meet the deadline.

*\*This lesson will work best when students have an upcoming project, quiz or test to prepare for.*

### **Materials/Preparation:**

- Copies of Project Planning Sheet or Study Planning Sheet (select which one to use based on whether an upcoming long-term deadline is a project or a quiz/test)
- Add to the “Homework Habits” Chart: Create a plan for how you will complete long-term projects and study for upcoming tests.

### **Steps:**

1. Connection to previous lesson: “So far we’ve focused on your daily homework routine, but today we’ll consider what you can do when you have a long-term project or test to study for.”
2. Ask students to think of a time when they crammed for a test the night before or didn’t start a project until the day before it was due. What’s the problem with doing that? (List responses on board)
3. Explain how projects with long-term deadlines can be divided into smaller tasks with mini-deadlines along the way to minimize stress.
4. Walk students through the planning sheet using a combination of modeling and partner work.
5. Have students enter the “mini” deadlines from their planning sheet in their student planners.

**\*\*Each time students have an upcoming project or test, dedicate an advisory meeting to this planning process or include it on Fridays. OR the assigning teacher can provide time during class for this process.**