

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.**

PROJECT PLANNING SHEET

Due Date: _____

1. Decide on a topic

Ideas for Topics	What I like about this idea	What I don't like about this idea
Best Topic:		

2. What supplies and other resources (including books) will you need?

Materials I will need:	Where & when I will get them:	Check off when done

3. Break the project down into smaller parts/sections and work backwards to assign each part a deadline (or jot down the deadlines the teacher gave you).

List of parts/sections to complete	Deadline	Check off when done
Revise and edit my work!		

STUDY PLANNING SHEET

Quiz or Test Topic: _____ Date: _____

1. Jot down everything you know about the quiz or test.

Topics that will be on quiz/test:	
Format of quiz/test:	
Length of quiz/test:	
Suggestions from teacher on how or what to study:	

2. Are there certain topics or skills you don't understand or have questions about? Write down your questions here and how you plan to answer them (ask a teacher, ask a friend, look it up, more practice, etc.)

Questions I have or things I don't understand	How I will answer my questions or improve my understanding

3. Divide up the material you need to study into smaller "chunks" and then work backwards from the date of the test to assign each "chunk" a time when you will review it.

Chunk (Divide by chapters, sections, topics, skills, etc.)	Date I will study this chunk:
Review of everything	Day before quiz/test

4. Strategies I will use to help me study and learn the material:

- _____
- _____
- _____
- _____
- _____