

# Mini-Deadline Planner



Break one big deadline into smaller steps your child can actually see and start.

## 1. Final Deadline

Project / assignment: \_\_\_\_\_ Final due date: \_\_\_\_\_

What does "done" mean? Examples: turned in, uploaded, printed, practiced, reviewed.

Done means: \_\_\_\_\_

## 2. Mini-Deadlines

#	What needs to be done?	Complete by	Done?
1	_____	_____	<input type="checkbox"/>
2	_____	_____	<input type="checkbox"/>
3	_____	_____	<input type="checkbox"/>
4	_____	_____	<input type="checkbox"/>
5	_____	_____	<input type="checkbox"/>

## 3. First Step Today

What is one small thing we can start today? \_\_\_\_\_

How long will we work on it?  10 min  15 min  20 min  Other: \_\_\_\_\_

## 4. Make the Mini-Deadlines Feel Real

Choose one way to check progress:

- Put the mini-deadlines on the family calendar
- Parent check-in after dinner
- Show rough work on a specific day
- Set a timer for the first work block
- Ask the teacher what should be done first
- Other: \_\_\_\_\_

## 5. After the Project

What worked? \_\_\_\_\_

What got hard? \_\_\_\_\_

What should we do differently next time? \_\_\_\_\_