

[KANBANANZA Plan back from the deadline]

Planning an assignment, lesson 2. Write the deadline at the end, keep the last day spare, then date checking, writing, and work backwards to today.

TODAY: _____	SPARE DAY: _____	DEADLINE: _____
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Step	What you'll do	Dates	First small card (25 minutes)
1	Break down the brief		
2	Plan back from the deadline		
3	Find and save sources		
4	Reference as you go		
5	Plan the sections		
6	Sources for each section		
7	Write, check and hand in		

Where the time goes

Brief 5% · Plan 5% · Sources 30% · Sections 10% · Writing 35% · Checking 15% · Spare 5%. Writing is only about a third.

If the plan slips

1 Use your spare time first. 2 Make a step smaller; never skip checking. 3 Move the next dates, not the deadline. 4 Tell your teacher early.

On a board instead: the Assignments stack in KanBanza dates the steps for you. kanbananza.com/plan

[KANBANANZA] Exit tickets

Two per page. Cut along the dashed lines.

Exit ticket: Plan back from the deadline

1. What are the seven steps, in order?

2. Why do you plan back from the deadline?

3. What is your first small card, and when will you do it?

Name: _____ Date: _____

Exit ticket: Plan back from the deadline

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Name: _____ Date: _____