

Plan back from the **deadline**

Turn a brief into seven dated steps, with spare time built in.



Do now: how long have you got?

3 min

TODAY

Mon 3 Nov

DEADLINE

Fri 14 Nov

How many school days do you have? Which day would you start writing?

Seven steps, the same for every assignment

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

4 min



Writing is only about a third. Finding and reading sources takes almost as long.

Worked example: start at the end 8 min

1 Break down the brief Mon 3 Nov

2 Plan back from the deadline Mon 3 Nov

3 Find and save sources Tue 4 to Thu 6

4 Reference as you go From Tue 4

5 Plan the sections Fri 7 Nov

6 Sources for each section Mon 10 Nov

7 Write, check and hand in Mon 10 to Thu 13

Spare, then hand in

Fri 14 Nov

Your turn: date your seven steps 15 min

- 1** Write the deadline at the end of your timeline.
- 2** Keep the last day spare.
- 3** Date checking, then writing, then work backwards to today.
- 4** Put each step on its own card.

Paper timeline on the printable • or kanbananza.com

Make each card small enough to start

**Find and save
sources**



Search the library for “school uniform behaviour”

Save two studies with their details

Read one study and note three points

When the plan slips 4 min

- 1 Use your spare time first.
- 2 Make a step smaller. Don't skip checking.
- 3 Move the next dates, not the deadline.
- 4 Tell your teacher early.

Exit ticket 5 min

- 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?

Keep your plan. You will use it for your next assignment.