

[**Planning an assignment, lesson 2: Plan back** **KANBANANZA** from the deadline: teacher notes

Speaker notes and timings for each slide, from the slides in kb-lesson-2-slides.pdf. The practice briefs are invented and labelled as practice.

1 Title

0 to 2 min. Welcome. Big question on screen.

2 Do now

2 to 5 min. Today is Monday 3 November. The deadline is Friday 14 November. How many school days? (10, counting today and the deadline day.) How many evenings? Ask who would start writing tonight.

3 Seven steps

5 to 10 min. Introduce the 7 steps. Same for every assignment, from GCSE to dissertation. Only the time changes. Writing is step 7, not step 1.

4 How long each step takes

10 to 14 min. Share of total time. Sources and writing take the most. Checking takes more than students expect. Keep spare time for when things go wrong.

5 Worked example

14 to 22 min. Model planning backwards. Start at the deadline, put checking first, then writing, then sources. Leave the last morning spare. Write each step on a card with its date.

6 Your turn: dated plan

22 to 37 min. Students use their marked brief from lesson 1. Write the deadline first, then date each step backwards. Paper timeline on the printable, or the Assignments board in KanBananza.

7 Make the first card small

37 to 41 min. A step like "find sources" is too big to start. Break it into cards you could finish in 25 minutes. Ask for examples.

8 If you fall behind

41 to 45 min. Plans slip. Use the spare day first, then shrink a step, never skip checking. Tell the teacher early if it will be late.

9 Exit ticket

Last 5 min. Students answer on the exit ticket. Collect at the door.
