

# homework checklist

If your child's procrastination is driven by lagging organisational skills, breaking tasks into small steps will help them have a clearer picture of exactly what they need to do to meet a deadline. If anxiety is the underlying cause, breaking tasks down will help large, overwhelming tasks to feel more manageable.

To break an assignment down, help your child think about the steps they need to complete to finish their task. Here's an example:



## Assignment checklist

- Choose a topic.
- Do general research for my topic.
- Use my general research to define a specific essay question.
- Draft a rough essay plan.
- Expand on my essay plan and list the points I want to cover in each paragraph.
- Seek guidance and feedback from my teacher or tutor.
- Write an introduction.
- Write paragraphs 1 and 2.
- Write paragraphs 3 and 4.
- Write a conclusion.
- Review and revise my work.
- Complete a reference list.
- Print the assignment/upload it for submission.

AN EDITED EXTRACT FROM *SKIP THE DRAMA* BY DR SARAH HUGHES, AVAILABLE FROM EXISLEUBLISHING.COM AND WHEREVER GOOD BOOKS ARE SOLD.

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