

Getting Unstuck Planner: Using Four Steps to Get Unstuck on Any Assignment

Use this planner to help you start an assignment or project that seems challenging. Answer the questions and complete the tasks below as they relate to your assignment or project.

1. Look at the Bigger Picture.

- How does this one assignment fit in to what else you have been doing or are about to do? (Look at what unit this assignment is part of and at the assignments that come before and after this one to help you determine this.)
- What **skills or knowledge** does your professor hope you'll practice and build? (Paying attention to directive verbs can help with this)

2. Break Down the Assignment's Parts into a List.

- **Look at the assignment and turn it into a check list for yourself.**
 - Pay special attention to "**directive**" verbs like "Read," "Analyze," "Summarize," and try to start each item on your check list with a directive verb.
 - Pay attention to the **sequence of tasks** in your list and how they connect to each other.
 - Circle anything in your check-list that you don't understand. Ask a classmate or your professor to help clarify what it's asking you to do.

3. Take Stock: What Will Make Your Assignment Successful?

- What are the **basic logistics** of this particular assignment? (for example: length, due date, where and in what form it should be submitted.)
- What should your **process** be like to successfully complete this kind of assignment? (for example: brainstorming, rough draft, and revision; showing your work as you do the math, etc.)
- What **materials** should you be using? (certain texts, lab results, technologies, etc.)
- What **qualities or attributes** make an assignment of this type successful? What should it include (and not include)?

4. Plan your Approach and Assess it as You Go.

- **Make a realistic timeline for yourself of specific activities that will lead you to your goal**
 - What **strategies** will help you do the assignment's steps well, in the right order, and in time?
 - What steps will you follow, and when will you complete each of them?
- **As you go, check in with yourself.**
 - How well is your plan working?
 - Are your steps getting you closer to your goal?
 - Do you have enough time left to get everything done? Do you need to change your plan and/or timeline in order to be successful with the assignment? And if you're not sure how to adjust your plan, don't be afraid to ask for help!

Getting Unstuck Planner: Using Four Steps to Get Unstuck on Any Assignment

Use this planner to help you start an assignment or project that seems challenging. Answer the questions and complete the tasks below as they relate to your assignment or project.

Look at the Bigger Picture

- How does this one assignment fit in to what else you have been doing or are about to do? (Look at what unit this assignment is part of and at the assignments that come before and after this one to help you determine this.)
- What **skills or knowledge** does your professor hope you'll practice and build? (Paying attention to directive verbs can help with this)

Break Down the Assignment's Parts into a List

- **Look at the assignment and turn it into a check list for yourself.**
 - Pay special attention to "**directive**" verbs like "Read," "Analyze," "Summarize," and try to start each item on your check list with a directive verb.
 - Pay attention to the **sequence of tasks** in your list and how they connect to each other.
 - Circle anything in your check-list that you don't understand. Ask a classmate or your professor to help clarify what it's asking you to do.

Take Stock: What Will Make Your Assignment Successful?

- What are the **basic logistics** of this particular assignment? (for example: length, due date, where and in what form it should be submitted.)
- What should your **process** be like to successfully complete this kind of assignment? (for example: brainstorming, rough draft, and revision; showing your work as you do the math, etc.)
- What **materials** should you be using? (certain texts, lab results, technologies, etc.)
- What **qualities or attributes** make an assignment of this type successful? What should it include (and not include)?

Plan your Approach and Assess it as You Go.

- **Make a realistic timeline for yourself of specific activities that will lead you to your goal**
 - What **strategies** will help you do the assignment's steps well, in the right order, and in time?
 - What steps will you follow, and when will you complete each of them?
- **As you go, check in with yourself.**
 - How well is your plan working?
 - Are your steps getting you closer to your goal?
 - Do you have enough time left to get everything done? Do you need to change your plan and/or timeline in order to be successful with the assignment? And if you're not sure how to adjust your plan, don't be afraid to ask for help!

