

# Procrastination Station

## Project Plan of Attack

Subject: \_\_\_\_\_

Teacher: \_\_\_\_\_

Task: \_\_\_\_\_

Due Date: \_\_\_\_\_

### Answer the following:

What will happen if I don't complete the project on time?

\_\_\_\_\_

Why have I been putting off starting the project?

\_\_\_\_\_

Who could look at my project plan of attack and keep me on track?

\_\_\_\_\_

### DONE

- Figure out how many days/weeks until the project is due
- Break the project down into smaller steps
- Set a schedule to complete each smaller task based on how much time you have before the project is due (example: project is due in 4 weeks, project can be broken down into 8 smaller pieces, complete 2 smaller steps per week until the project is finished)
- Have someone look at your project plan of attack and have them sign it. This person will check periodically that you are on track, help you as needed, and celebrate your success when you're done!
- Signature: \_\_\_\_\_
- Write the project steps in your school agenda/planner
- Fill in the dates and tasks below
- Get started!

### Project Steps (fill in, then check when completed):

Step 1: \_\_\_\_\_

To Be Completed By: \_\_\_\_\_

Step 2: \_\_\_\_\_

To Be Completed By: \_\_\_\_\_

Step 3: \_\_\_\_\_

To Be Completed By: \_\_\_\_\_

Step 4: \_\_\_\_\_

To Be Completed By: \_\_\_\_\_

Step 5: \_\_\_\_\_

To Be Completed By: \_\_\_\_\_

Step 6: \_\_\_\_\_

To Be Completed By: \_\_\_\_\_

Step 7: \_\_\_\_\_

To Be Completed By: \_\_\_\_\_

Step 8: \_\_\_\_\_

To Be Completed By: \_\_\_\_\_