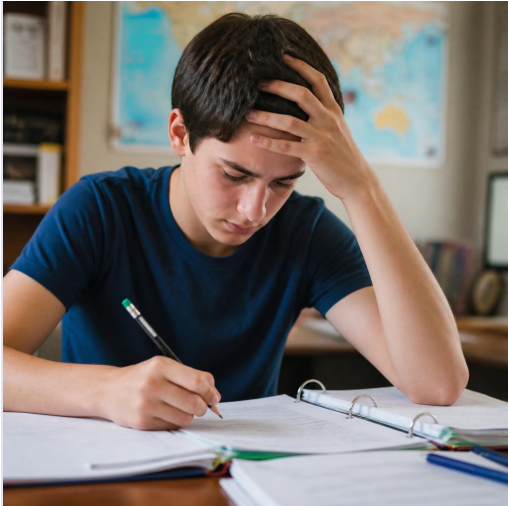




Jordan has started high school and has an English assignment due in two weeks. He is very worried about it and keeps talking about it.

The class has worked on a task plan to help students get the assignment done. Jordan keeps starting the assignment, deleting, starting again. Every day that passes he gets more worried that he's getting more behind.

Small Steps for Jordan

1. Jordan's parents asked him to show them the assignment plan and helped him, to prioritise tasks for the assignment each day.
2. Jordan completed a task each day and ticked it off the list.
3. Jordan and his parents role played a conversation with the teacher asking them to check the draft of the first task.
4. Jordan and his teacher review the draft and Jordan makes notes about amendments.
5. Jordan continued making his way through the rest of the task list.
6. Jordan handed in the assignment.
7. Jordan used the task list template to break down other assignments to break down other assignments to make them more manageable and less overwhelming.

This example shows that as young people move into high school we are gently encouraging them to take responsibility to talk with their teachers, ask for help and negotiate solutions to challenges.

This might take some practice and in this example the role plays with his parents helped prepare Jordan for the conversation he might have with his teacher.

If a young person needs extra help, parents can attend a first meeting with the subject teacher, Year Advisor or L&S teacher to help them with these initial interactions and arrangements.

Assessment or assignment plans can be very helpful for students who find it challenging to break down a large task or who find a long task overwhelming. Plans with sub tasks can help with "assignment procrastination."

A plan encourages the student experiencing anxiety to focus on one task at a time, calendarise, check them off one at a time and move through to assignment completion.

Strategies for time management

- Colour coded calendars
- Breaking down larger tasks into more manageable chunks
- Set time and place for study and homework
- Pomodoro technique (see resource links)
- Regular breaks- movement, snack, relaxation
- Checklists
- Rewards for motivation