

Start-By Planner



Work backwards from the due date. Step 1 is when you really start.

EXAMPLE

ASSIGNMENT History essay, 1,500 words CLASS History DUE Fri, Week 6

← Plan right to left. **START BY** 1 2 3 ... **FINISH** **DUE**

1 Break it into steps 6 max. Each one fits in one sitting. ☐

#	Step	Guess (min)	Do on	Done
1	Pick a question + find 4 sources	45	Mon, Wk 4	☒
2	Read sources, pull quotes	60	Wed, Wk 4	☐
3	Outline: thesis + 3 points	30	Fri, Wk 4	☐
4	Draft the body paragraphs	90	Tue, Wk 5	☐
5	Intro, conclusion, citations	60	Thu, Wk 5	☐
6	Read it out loud, fix, submit	30	Thu, Wk 6	☐

2 Lock in your dates ☐

Start by:

= the Do on date of Step 1 Mon, Wk 4

BUFFER

Finish 1 day before Due

FINISH BY Thu, Wk 6

3 First tiny step (under 5 minutes): ☐

Open a blank doc and paste in the essay question

Missed a Do on date? Move it, don't drop it. Re-date the steps that are left.

Full version adds: blank Start-By Planner, Syllabus Dump, Exam Prep Countdown, 18-week tap-to-jump semester file, iPad Pastel edition.

<https://phien0618.github.io/products/adhd-student-study-planner/>



Daily School Top 3

Three school things. If you only do one, that counts.

DAY _____

CLASSES TODAY

TASK 1

FIRST TINY STEP

DONE ☐

TASK 2

FIRST TINY STEP

DONE ☐

TASK 3

FIRST TINY STEP

DONE ☐

If I only do one:

Do this one first. _____

STUDY BLOCKS

Morning

Afternoon

Evening

CARRY FORWARD

Not done? Park it here. No guilt.

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SCHOOL

LIFE

LATER

