Deadline-to-first-step planner

Make a large assignment less vague and easier to start.

Three steps

1. Record the deadline
2. Break work into meaningful milestones
3. Schedule the first small session

A worked example

Assignment	History essay
Due date	Dec 5
First useful step	Read assignment brief
Working session	Tue 30 min
Done	No

Reading the brief reveals requirements before time is spent writing.

Check course requirements and avoid unauthorized collaboration.

Deadline-to-first-step planner

Use one row per item or decision. Start with what you know.

Assignment	Due date	First useful step	Working session	Done

My next action / when