

## Ask the Oxford Learning Expert

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**Q: My daughter's project deadlines always seem to approach too fast, and we scramble to finish. What tips do you have to help us avoid the last minute scrambles?**

A: Forgetting projects and assignments or putting them off until the last minute is usually a sign that your daughter is dealing with organizational and/or motivational issues. With a little help and some stronger study skills, your daughter will get organized and get those projects done with time to spare.

Here are six easy steps to avoid those last-minute scrambles:

1. Start by making sure that when your daughter is assigned a project she lets you **know about it right away**. If you can't rely on your daughter to let you know, contact the teacher yourself and get a list of all upcoming projects and test dates for the year.
2. Now that you know when the next project is due, **grab a calendar** and start blocking off time to get the work done.
3. Break the project down into small, **manageable pieces**. Do a little at a time.
4. Pick a date to begin research, a day to have an outline finished, and a day to write.
5. **Stick to the timeline** you've created together, offer support, and stay involved. Offer prompts but don't micromanage. Ask, "How is everything going?"
6. **Begin early!** The earlier that your daughter begins the project, the less likely that she'll run out of time.