

Homework is more than one task.

Follow the steps together. Notice where work gets stuck, then choose a cue, demonstration or shared practice for that step. Keep the map available as your teen takes more of the lead.

Get Clear

- 1 Find the assignment**
Check every place work may be posted.
- 2 Read the directions**
Notice what the teacher is asking for.
- 3 Gather what is needed**
Open files, notes, books, or supplies.
- 4 Define “done”**
Know what must be completed and submitted.

Make a Plan

- 5 Check the due date**
Include interim deadlines for longer work.
- 6 Estimate the effort**
Consider time, energy, and difficulty.
- 7 Break it into steps**
Make large assignments easier to enter.
- 8 Choose what comes first**
Select one clear starting point.

Do the Work

- 9 Begin**
Take the first visible action.
- 10 Stay with the task**
Use time cues and a workable pace.
- 11 Return after distraction**
Find the next step and re-enter the work.
- 12 Ask for help when stuck**
Clarify the question without giving away the work.

Turn It In

- 13 Review the requirements**
Check the work against the directions.
- 14 Finish and save**
Name the file or prepare the paper copy.
- 15 Submit in the right place**
Upload, send, or place it where it belongs.
- 16 Confirm it went through**
Look for the receipt, status, or teacher confirmation.

The student owns the learning. Keep useful tools; adjust adult help as skills and demands change.