

## Questions to ask about....

### Meeting deadlines

- When is this an issue for you, and when is it not an issue – be honest.
- When you are successfully meeting deadlines, what are you doing? And what else? How can this help you meet other deadlines?
- Thinking about a deadline that you recently found difficult, what advice would you now give yourself as you started that project? What else?
- What sort of deadlines do you find it difficult to meet?
- What are the current deadlines which you are working to?
- Which of these would you like to work on now?
- For your chosen deadline, what do you have to do, and by when?
- What are the various things you need to do in order to meet that deadline?
- What are the practical actions you need to take to support each of these items? (e.g. if you need to read a certain book by a certain date, then you need to get a copy of the book by a previous date. Be quite precise in making this list and its implications.)
- What are the critical points and dates working towards that deadline?
- How do these fit with your other commitments?
- If this initial plan does not fit into the available time, where can you cut corners or find additional time or work in a different way? (Hint: go back to your list of things you need to do and mark them as essential, useful or avoidable.)
- Which parts of this plan will you find easy, and which will offer you most challenge?
- Who can you ask to support you at the most challenging points? How and when will you talk to them about this?