

# JobTIPS



## Key Points - Deadlines

In order to meet your deadlines, you should:

1. Keep track of deadlines on a calendar or schedule.
2. Break down large tasks into smaller steps. Make a timeline for when you will complete each step.
3. Ask for help if you are behind schedule.
4. Plan to reward yourself after you have successfully met the deadline.
5. Use coping strategies to help you deal with deadlines and pressure.