

Assignment Mission Control

Choose real or fictional examples. Skip private details; never include passwords, medical information or contact details.

Learning goal: Track an assignment from first step to confirmed submission.

Finishing work and turning it in are different steps. A mission-control sheet puts the next action where you can see it. Use short phrases or drawings; the goal is remembering what matters, not creating a complicated tracker.

Your steps

1. Choose up to three assignments or use fictional examples.
2. Record due date, materials and the first tiny action.
3. Mark a status: not started, working, ready or submitted.
4. Write how you will confirm each submission.

1. Mission log

Use the blank rows for real or invented tasks. Keep names and account details off the sheet.

Example: habitat poster · Friday · choose one habitat · notes + paper.

Task	Due date	First tiny step	Materials
1			
2			
3			

2. Submission radar

Use N / W / R / S for not started / working / ready / submitted.

Task number	Status	Submit where / how?	Proof it arrived
1			
2			
3			

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Assignment Mission Control · Practice & next steps

Continue your ideas from page 1. Write, draw, use symbols or ask someone to scribe. Share only what you choose.

3. Next-action launch

Choose one task from the log. Make its next move small enough to start.

Task I choose	My next action + when
Possible snag + backup	If I cannot confirm submission, I will...

My next step

The task I will check first tomorrow is...

Optional stretch · Grades 6–8

Add dependencies: what needs to happen before another step? Plan a checkpoint before the due date.

Optional teacher / parent follow-up: Confirm the actual submission method. Offer a paper or visual tracker rather than insisting on one format.