

Done Is a Skill

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

Learning goal: Use a short finish-line plan to complete a task without endless over-editing.

Lee has a clear paragraph but changes the opening sentence for the seventh time. The assignment is due today, and Lee has not submitted it. Finishing is a decision you can practice. Help Lee focus on the goal instead of every possible improvement.

Your steps

1. Read Lee's over-editing case.
2. Decide what belongs in a draft and what a final needs.
3. Make a 15-minute finish-line plan.
4. Test the plan on a small task and reflect.

1. Draft or final?

Check what Lee needs at this stage. Add one requirement from a real task.

Feature	Okay in draft?	Needed in final?
Ideas in rough order		
Meaning is clear		
Required task parts included		
Every sentence sounds fancy		
My task requirement		

2. Fifteen-minute finish line

Assign one clear action to each interval. Avoid adding a new project.

Minutes	My focused action	Done ✓
0–3 · check goal		
3–10 · one useful revision		
10–13 · quick final check		
13–15 · submit / put away		

Done Is a Skill · Practice & next steps

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

3. Practice finishing

Use Lee's paragraph or your own small task.

The one revision that matters	The detail I will leave alone
Where "submitted" will be confirmed	After finishing I felt / noticed...

My next step

Before my next revision, I will ask...

Optional stretch · Grades 6–8

Write a rule for when a new error deserves more time. Compare the value of that correction with an optional style change.

Optional teacher / parent follow-up: A timer is an option, not pressure. Adjust the time for access needs while keeping a clear finish decision.