YOUR IB GAME PLAN

3 tools to use when work feels too big

Keep this nearby. You can use any one tool on its own.

1 Brain dump + priority grid

Use it when everything seems urgent.

Get every task out of your head. Include small jobs and commitments. Add deadlines, then sort a few tasks into the grid.

Circle one priority.

Example: Maths due tomorrow goes in DO NOW.

	URGENT	NOT URGENT
IMPORTANT	**DO NOW** urgent + important	**PLAN** not urgent + important
NOT IMPORTANT	**QUICK ACTION** urgent + not important	**LEAVE TO REST** not urgent + not important

2 ACT: make the next step clear

Use it after choosing one priority.

Turn “work on my Biology IA” into a plan you can begin:

A **ACTION**
Read feedback and highlight two changes.

C **COMPLETE WHEN**
Two changes marked; first paragraph chosen.

T **TIME**
Tuesday at 18:00 for 20 minutes.

If the action still says “work on”, make it smaller.

3 Super Six: map bigger work

Use it when one ACT still hides several jobs.

Start with the finished result in box 1. Ask what must happen just before it. Work backwards to box 6, your first action.

1 Essay checked	2 Read draft against brief	3 Draft intro + conclusion
4 Draft comparisons	5 Choose evidence	6 Read brief; pick texts

Read the plan from 6 to 1. Put box 6 into an ACT.