

Completing a Final Draft of an Essay

(For handwritten assignments; adapt steps if word-processing on the computer.)

Before

- Go to a clear desk.
- Take a stretch.
- Plan what to do.
- Make a list, assigning a number to each task.

During

- Find errors and omissions in paragraph one.
- Correct.
- Write the sentence or paragraph on a clean paper.
- Write 5 lines.
- Stop. Stretch fingers and hands. Take an overhead stretch. Take 2 or 3 slow, deep breaths.
- Check of the paragraph as it is completed.
- Repeat for each paragraph or sentence.
- Stop after 10 to 15 minutes to take 5 minute break.
- Repeat as needed the same day or on future dates.

After

- Reread and make final edits.

For Household Chores: build small rewards as well as simple life lessons into the process. For example, I helped Bill follow through on collecting empty bottles and redeeming them for the deposits.

- Gather bottles.
- Return bottles for cash.
- Put $\frac{1}{4}$ of the money away to save.
- Put $\frac{1}{4}$ of the money away for charity.
- Go to the Dollar Store with remainder of money. Buy a small gift for parent or sibling. Buy goodies for self.