YOUR FIRST FIVE MINUTES · WHEN YOU GET AN ASSIGNMENT

Quick Assignment Triage

Moves practiced: Understand + Plan. Use this when: you need to sort out what the task is asking and what to do first.

Run this fast triage the moment you receive an assignment, before you begin the work or decide what support you need. For an important or multi-step assignment, continue with the Assignment Learning Plan and Review, a free printable at LearningOwnership.com/ThinkFirst.

1. What is the real task? *What am I being asked to learn, show, or demonstrate, not just hand in? Stops you from answering the wrong question.*

2. When is it due, and what are the major stages or checkpoints? *Turns one deadline into a plan.*

3. Check the course AI expectations: Is AI use allowed, limited, prohibited, or unclear? *Check the syllabus, the assignment sheet, or the course site. Shows whether AI fits or whether you need clarification first.*

4. What might make this assignment difficult, or what do I need to figure out early? What skill, resource, or support will I need? *Shows what needs early attention, support, clarification, or a smaller first step.*

5. What must I clarify? What is my first useful step, and when will I do it? *Prevents early misdirection and gives you a place to begin.*

My first action, today: *The smallest concrete step that begins the work.*

> **Triage rule:** Answer quickly, in a few words. Leave with one clear first step and when you will do it.

Want the full system? Think First expands this tool into a complete Learning Ownership System for studying, assignments, exams, AI use, weekly planning, feedback, and recovery. It includes Quick checks, Core tools, comprehensive assignment and exam tools for added scaffolding, and Deep reflection prompts. Start anywhere: the Find Your Problem index begins with the situation in front of you, not page one.

In the book: See Part 3: Quick Assignment Triage, Make the Assignment Startable, and the Comprehensive Assignment Ownership Tool.

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