WHEN YOU ARE BEHIND AND THE WEEK HAS OVERFLOWED

Reset and Recovery

Restart the next useful step, not the whole term

Moves practiced: Understand + Plan + Practice First + Adjust + Transfer. Use this when: you need to restart and choose a realistic next step. Use only the prompts that help you regain direction.

Falling behind can begin with a difficult week, illness, work, family responsibilities, stress, travel, confusion, or avoidance. The purpose of this tool is not to rebuild the whole term. It is to identify a realistic way back.

> **If schoolwork feels overwhelming, do only this:** 1. Check your course sites or calendar. 2. List what is due. 3. Pick one next action. Return to the fuller tool when you have more capacity.

1. Name what happened *One honest sentence, without exaggerating or judging yourself.*

2. What still matters most? *Deadlines, people, the work itself.*

3. Shrink the next step *What is the smallest useful part of the task I can complete now?*

4. Decide what can change *What can I shrink, cut, or postpone myself, and what needs instructor approval?*

5. My 48-hour plan *One realistic action each day. Do not rebuild the whole term.*

Today:	Tomorrow:

6. Transfer *What I will keep or change, and what would help me notice this earlier next time.*

> **Recovery rule:** Falling behind does not mean you have failed. Treat it as information: your plan, workload, support, or capacity may need to change.

When it is more than being behind: if stress, anxiety, or overwhelm are making it hard to function, campus counseling, a student health service, or a trusted person is a good first step. In Canada, call or text 9-8-8 (Suicide Crisis Helpline). In the United States, call or text 988 (Suicide & Crisis Lifeline). Both are available 24/7. If you are in immediate danger, call your local emergency services.

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 6: the Reset and Recovery Tool, the Recovery Communication Script, and My 48-Hour Recovery Plan.

Think First: The Learning Ownership System for Studying, Assignments, and Learning with AI · Peter Arthur, PhD · Scholarly Learning · Turn studying, assignments, and AI into real learning. · Available on Amazon · More free tools at LearningOwnership.com/ThinkFirst

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