Strategies for students who may struggle to finish work on time

Communicate

- Identify your own needs, strengths, and work style using the guiding questions and prompts in the Team Skills Audit.

- Let your team know about your needs in whatever way you are comfortable (e.g., in person, email) early in the project.

- To become more comfortable speaking up during meetings, practice sharing your needs in low-stakes situations (for example, ask the team if they can bump up the font size to make the text more legible).

- When communicating your needs, focus on strengths and opportunities, but also communicate where you will need help:

    - "I'm really good at ___. Is there another role that will utilize this strength?"

    - "Sometimes ____ takes me longer to do."

    - "I might need the team's help with _____"

    - "Can we collaborate in a shared document, so I can get feedback along the way?"

Ask for time to think

- You do not have to agree to a decision made during a team meeting on the spot. Ask for some time to think on it.

    - If you later realize that a certain arrangement will not work for you, let your team know as soon as possible.

Plan ahead

- If you think you will not make a deadline or know you are struggling with a part of the assignment, reach out to your team as soon as possible for help.