

Asking for More Time

Plan what to say when you need an extension, before the deadline is on top of you.

WHEN TO USE THIS

Use this when you know you will not finish something on time.

What is the thing, and when is it due?

How much more time would actually be enough?

Guess high. People rarely ask for enough.

What is making this hard to ask?

- ☐ I think they will say no
- ☐ I do not want to look behind
- ☐ I have asked before
- ☐ I am not sure who to ask
- ☐ I keep hoping I will catch up
- ☐ It feels like admitting too much

Write one or two lines you could say or send.

What you need, by when. No long story needed.

Asking early is easier than explaining late.