



## Turn deadline stress into success

**We get it.** Deadlines are no fun, but they do ensure your yearbooks are delivered on time. We're here to share some deadline tips to help keep you on track and reduce stress.

**Mark Deadlines:** Keep all deadline dates on your calendar — considering plant production days and your school's schedule to avoid conflicts with testing or holidays.

**Plan Accordingly:** Life happens for you and your students. To accommodate minor disruptions to your deadline, you can earn [early days](#) with every non-final deadline. This allows you to make-up for any potential late day. The [deadline progress widget](#) on the eDesign home page makes it easy to calculate the number of early or late days for an incomplete deadline.

**Set Internal Deadlines:** Establish staff deadlines two weeks before the plant's submission dates to allow flexibility for any delays, while also factoring in staffers' grades.

**Submit Pages Promptly:** Send completed pages as soon as they're ready rather than waiting to compile a large batch. It's recommended to [submit in signatures](#) (16 consecutive pages) as it allows our printing plant to begin printing your book, which means the final printing time is decreased. You can see [signatures in eDesign](#) on the ladder.

**Reward Timely Completion:** Celebrate successful deadlines with incentives like a no-work class period or a pizza party to boost staff motivation.

### eDesign Tip of the Week:

[Create mini deadlines](#) in eDesign to allow flexibility before plant deadlines.

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