

**When I do not complete my task for a project according to my schedule,**

I need to tell my project partner and find a way to fix the problem.

I can say,

*"I am sorry. I have not done my task.*

*Can we make a new plan? I still must do that task and I need to do something else as well so that we finish on time.*

*What else can I do to keep us on time?"*

I can still make a good grade if I put these tasks on my schedule and finish them on time.