

- **Keep track of time**
- **Record Due Dates**
- **What Will Get Done**

Determine a way to organize and track both personal and academic demands in one location (planner, cell phone)

Write down assignment and test dates and what chapters you are covering on a weekly basis

Decide what and the order assignments will be completed. For example, 1) Read chapter 3 and 2) Complete 10 math problems

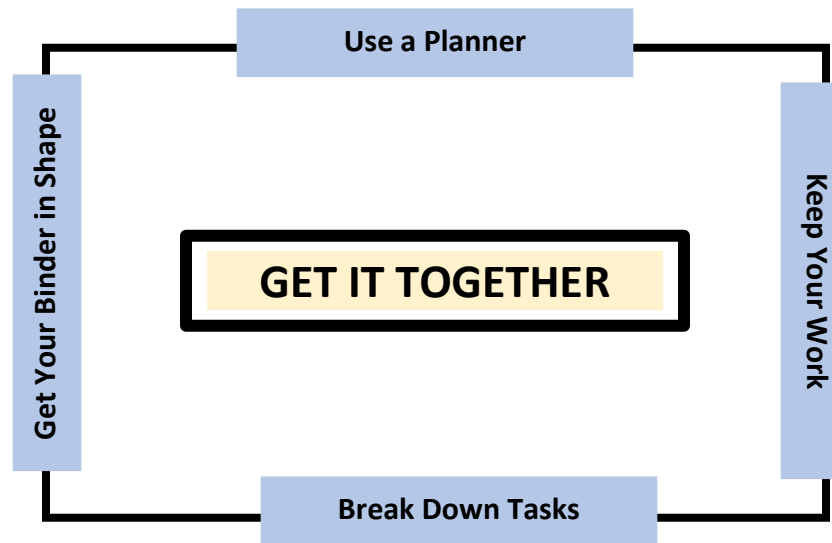
- Divide your binder or notebook into sections for each class to help keep track of handouts.
- Purchase plastic pockets, folders or notebooks with pockets to keep handouts. You can also get a portable hole punch that fits in your binder.
- Keep your syllabus with the rest of your class work so you'll always know where to find it.

- **Prioritize Work**
- **Split Up Tasks**
- **Worst First Guideline**

Set goals and plan enough time to complete assignments

Break tasks into smaller, more manageable ones. For example, a paper can be broken into sections.

Complete difficult assignments first while you're most alert and awake. Then move onto easier ones.



- Hang onto copies of work you turn in until your final grades have posted.
- Back up computer files often when working on assignments, including those you have turned in.
- If there is a discrepancy between your scores and/or your instructor didn't receive your work, you'll have a backup.