

## Eight Tips for Keeping Up with Assignments

- ✓ If you don't understand an assignment, make an appointment with your professor or ask questions in class. Chances are if you don't understand something, others in the class don't understand it either.

### School Reports

- ✓ Write your assignments in your planner **when they are assigned**.
- ✓ Divide large projects into smaller, achievable assignments with deadlines throughout the semester to get them finished. Write these on a Semester Project Planner, so you can see at a glance when smaller assignments are due.
- ✓ Organize your notes and assignments in notebooks. A notebook for each class will help you maintain a sense of organization.
- ✓ Put the course syllabus in the notebook for that course. Check the syllabus often to be sure you are aware of major projects for each course.
- ✓ It is often helpful, particularly during peak study times like midterms and finals, to set aside a certain period of time each day or evening for study.
- ✓ Make a list of tasks to be done to complete assignments, prioritize these tasks, and estimate the number of days you will need to complete the tasks.
- ✓ **Planning ahead is best.** When you know that you'll have a few things due after the weekend, plan to – at least – start some of them before the weekend rolls around.



To start the example, click this picture.

