

KEEPING TRACK OF ASSIGNMENTS

I have no doubt that a Trekker like you can get your assignments and work taken care of on time. Believe me when I tell you that when you get more and more things that have to get done, you can very quickly get overwhelmed and start missing dates.

FLIP OVER FOR YOUR NEXT CHALLENGE



EARN THIS NUGGET

- Create a calendar that you can use to manage projects for school.
- A dry erase board works well.
- Find a place to hang it and start putting due dates on it including SkillTrek challenges.
- Be prepared to break complex tasks into bite sized tasks with their own due dates.

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Organization is the key to most of these issues. Planning around deadlines so that you can prioritize the things that you have to get done really helps.

1. Get a calendar and write down the due date of the projects that you have to meet.
2. Look at each project and break them down into individual tasks. Now assign each task a realistic timeline. It may look something like this.

Project	Task	Due By Date
The attack on Pearl Harbor		May 10 th
	Research	May 1 st
	Interview survivor	May 4 th
	Find Images	May 6 th
	Rough Draft	May 8 th
	Final submission	May 10 th

Now, you have broken the assignment into bite sized pieces, you can stay on schedule.

You can add other assignments to your calendar and manage your time accordingly.

