Keeping track of your assignments

1. Combine
   Go through all your classes and compile a list of every: reading, assignment, quiz, exam, etc. Especially if there is a due date!!

2. Organize
   Organize your list chronologically so you have a day-by-day snapshot of what needs to be done.

3. Prioritize
   Now that your list is organized, which items are the most important? Worth the most points? Will take the most time? Prioritize to make sure you get the most done!

4. Check things off
   Review your list daily (at least) and check things off as you complete them.

Congratulations!
   Reward yourself for a job well done.