



# ASSIGNMENT TRACKER

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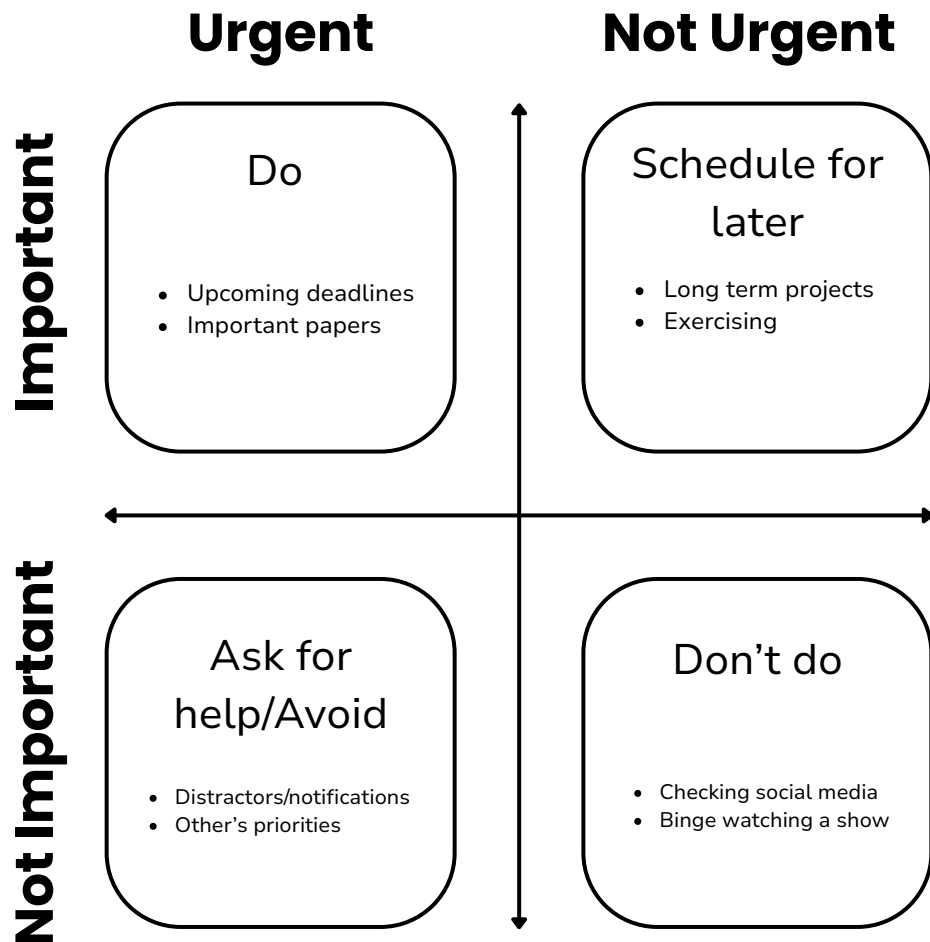
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## Tips to fill out your tracker.

1. Gather info: List all your courses, upcoming exams, and assignment due dates from syllabi or class schedules.
2. Set priorities:
  - a. Mark high-priority tasks like finals, big projects, and those with a great impact to your final grade percentage.
    - i. 1=Top priority
    - ii. 2=Medium priority
    - iii. 3=Low priority
  - b. Spread out the work load time across the days or weeks.
  - c. You can use the following matrix to set your priorities:





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## Extra suggestions:

- Build in breaks: Reserve at least 1–2 hours daily for rest or fun, and 1 full day per week for recharge (e.g., Saturday).
- Adjust weekly: At the end of each week, review progress, add some reflections, and tweak the next week's plan.
- Employ digital tools or apps for managing time and sticking to your plan.
- Explore various study methods for effectiveness.
- Can't print or edit the planner? Try to recreate in paper, Canva or a google sheet. The main thing is to put your priorities down and track their progress :)

For more resources and tips on how to improve your study skills and achieve academic success, join our online community!



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