How to meet your Deadlines Cm126

- **Plan Ahead!**

  -deadlines are at the same day/time of week for every assignment

  -There are no excuses for technical issues, or late work, so be sure to leave enough time to ensure that neither issue occurs

  -mark a calendar, or set a reminder system every week for several hours before the deadline--this way, if you forget, you will be reminded in time to get it done

  -do the reading in advance, instead of waiting till the last day to do it all at once

- **Time Management**

  -many students struggle with this concept in college, but it is important to master

  -especially with an on-line class, it is essential to save some time in advance to do the work. It is easier to let this get away from you in an on-line class where you do not meet in person for reminders

  -by waiting until right before the deadline to complete the assignment, it can become pressured and sloppy, and you take the chance of technical issues getting in the way

  -don't wait until Sunday night to look at the assignment!!

If you do all of these things, and stay attentive, you will learn a lot and succeed in this course!