

## DEADLINES



In order to do well in this class, it is important that you submit your work on time. Deadlines are important to be aware of, not only in this class, but in life in general. For many of us, it is easy to become distracted or procrastinate, but this will only hurt us. This is why I have designed for you a full proof plan to eliminate any chances of missing another deadline.

1. **READ THE SYLLABUS!!!** Everything you need to know about the course is included in the syllabus. With any class, it is imperative that you take the time to read the syllabus in order to be familiar with what will be expected of you.
2. **Write Down Your Due Dates!** From the syllabus, you can see when every assignment will be due. Whether it is a physical calendar, or an alarm you set on your phone every week, make sure to have something that reminds you to complete the assignments before they are due.
3. **DO NOT Wait Till The Last Minute!** Let's face it, we have all submitted work late or right before it is due. It is a stressful feeling! Make sure to complete your assignments at least a day before they are due so that you don't have to deal with the stress of completing them with the clock ticking.
4. **Ask Questions!** If you are unsure about something, email your professor. Your professor wants you to do well so they will be more than happy to answer any questions you have. (\*\*Be sure to allow them enough time to respond before the assignment is due\*\*) Especially in an online class, it is easy to become confused, so this is a very important tip.
5. **Read All Announcements!** Announcements will contain important information regarding potential date changes, or further details of what the assignments require you to do. Be sure to read everything the professor sends out as there will always be a reasoning behind it.

**I guarantee that if you follow these five steps, you will never miss a deadline in this class.**