

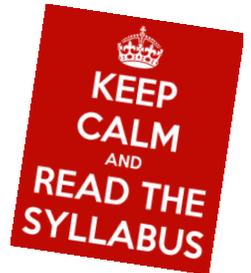
Super Charge Your Education!

5 WAYS TO NEVER MISS AN ASSIGNMENT AGAIN

Do this before the First Week of School Ends

At the end of the *first week* of classes, collect all your syllabi together and do two things:

1. Write all deadlines in your calendar or planner. *Everything*. Test dates, reading assignments, paper deadlines, group meetings. “Doing this allowed me to not feel so paranoid about missing an assignment due date or forgetting what chapter to read for my next class” (The Young Hopeful).
2. Print out two copies of each syllabus schedule. Keep one copy in each class notebook or binder, and tape the other copy to the wall above your desk.



Create a Master List of Instructor’s Office Hours and Contact Info

Look on your syllabi for the professors’ office hours, office locations, and email addresses. Create a master list of all your professors and keep this list taped to the wall next to your syllabi. Then when you have questions and problems, you are more likely to contact to your professors. Remember, those “office hours” are there for you!

Once everything is on Paper, Copy it to your Smartphone or Online Calendar



Canvas Calendars has been a life saver. I allowed push notifications on my phone and I get notifications whenever a teacher uploads assignments, assigns a due date, grades something, etc.

--Junior history major & ARC tutor

“Yes, this could be considered a little manual labor, but the benefits of having reminders in your phone, email, and physical planner offer less chances for you to get off track” (The Young Hopeful). Electronic calendars have the advantage of a reminder system. When you put in an assignment, set the reminder for 1 or more days ahead, depending on how big the assignment is. When you get the reminder, add that item to your daily To-Do list.

Have a Designated Notebook for Each Class

What doesn’t work: One spiral notebook for all your classes. Loose sheets of paper shoved into a backpack. Taking a picture of the board.

What does work: 1 class = 1 notebook or binder + 1 folder

The simplest way to organize your class materials is to have exactly one notebook and one folder for each subject. Every piece of paper handed out in class goes into the corresponding folder. All notes, study plans, administrative information, or any other original thought relevant to the course goes in the corresponding notebook.

— Cal Newport

Check Canvas and Email Regularly

Professors will update deadlines through these two systems. Check them and update your personal planner. Also take your planner to every class and update it when professors make adjustments to deadlines in class.

5 Etiquette Tips for When an Assignment Is Late

1. Talk to the professor as early as possible. Send an email as soon as you know the work will be late, *before the deadline*.
2. Keep late work to a minimum. If you usually turn in work on time, the professor is more likely to allow late work when you really need it.
3. Take personal responsibility. Professors appreciate it when students own up to their own mistakes rather than constantly blaming other people and situations for late work.
4. Don’t get upset if points are taken off for late work. Professors have to be fair to students who turned it in on time.
5. Assure the professor this won’t happen again, and follow through.

References

- Newport, C. (2009). Study hacks blog: The unsinkable student organization system. *Cal Newport*. <https://www.calnewport.com/blog/2009/08/25/the-unsinkable-student-organization-system/>
- Scholnik, J. (2013). Put in the effort: 6 etiquette tips for turning in a late assignment. *USA Today*. <https://www.usatoday.com/story/college/2013/11/15/put-in-the-effort-6-etiquette-tips-for-turning-in-a-late-assignment/37438265/>
- The Young Hopeful. (2016). *5 ways to never miss an assignment again*. <https://theyounghopeful.wordpress.com/2016/05/02/5-ways-to-never-miss-an-assignment-again/>