

TIME MANAGEMENT: WEEKLY CHECKLIST

Follow this weekly guide to help keep you on track with all your discussion posts and weekly assignments:

MONDAY

- Check course announcements.
- Preview the upcoming week's module (What's content is being covered? How much reading is there? How many discussion board questions? Is there an assignment this week?).

TUESDAY

- Begin your required reading for the week.
- Preview the discussion board questions. Think about these as you do your reading.

WEDNESDAY

- Complete your required reading for the week.
- Preview the assignment for the week (if there is one).
- Decide what topic you want to write about/what your response will be.
- Determine your **Topic Sentence**.
- DUE: Submit your initial discussion board post by 11:59PM ET! Make sure you are fully addressing the discussion prompt and meeting all requirements.**

THURSDAY

- Finish writing your draft for your weekly assignment. If you want, now is the time to submit to the Writing Center for review (Writing@Post.edu).

FRIDAY

- RECOMMENDED: Respond to at least TWO of your classmates' initial discussion posts. Make sure you are providing a meaningful response to what they have written (people appreciate knowing others have read what they wrote!)**

SATURDAY

- Edit and revise your assignment. If you submitted to the Writing Center, be sure to look over the feedback provided.

SUNDAY

- DUE: Submit your assignment no later than 11:59PM ET.**