

Extension: Succeeding in School and College

Name _____ Date _____

Your Turn Use the following checklist whenever you prepare for a new assignment.

1. Understand the assignment. List what you are supposed to do:

2. List the due date:

3. Review the grading process. Explain how the assignment will be graded:

4. List any help options:

5. Divide your time. List steps and target dates:

6. Collect the materials and tools you need. Note them here:

7. Choose a place to work. List your planned work space:

8. Note any problem areas and whom you will ask about them:
