Catch-Up Planning

Follow the steps below to build an effective plan to catch up on missed work:

1. Make a list of all the assignments or tasks you need to complete.
2. Write down the weight of each assignment (e.g., 10%, 25%).
3. Email your professors to ask for extensions or clarification on missed assignments.
4. Record any new due dates you are given.
5. Use the chart below to organize all this information.
6. [Download](https://www.101planners.com/monthly-calendar/) a blank calendar template that works for you.
7. Plan backwards: Add the new due dates to your calendar and work backwards to block time.
8. Prioritize more time for assignments with a higher percentage weight.

Additional Steps to Support Daily Scheduling and Execution:

1. **Place a "Start Date" in your calendar for each assignment.**
* This is the first day you will begin working on the task not the due date.
* Tip: Give yourself at least 5–7 days of working time, more for larger assignments.
1. **Block off 1–2 hours each day between the start and due date.**
* These are *focus sessions* to chip away at the task.
* You might have class between 10–12, but can plan to work from 2–3 or 4–5.
* Use tools like Pomodoro or timers to stay on track during these blocks.
1. **Work on 2–3 assignments per day in shorter intervals.**
* Avoid focusing on just one subject all day.
* Example:
* 10:00–11:00: Start History outline
* 1:00–2:00: Add citations to English essay
* 3:30–4:30: Bio worksheet
1. **Use visual cues or color-coding in your calendar.**
* Assign a color to each course.
* Mark start dates, work blocks, and deadlines with consistent color or symbols.
* This helps reduce cognitive overload and makes your week easier to scan.

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| **Tip:** Break large assignments into smaller tasks in your calendar. Use different colors to help visually organize due dates and working sessions. |

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| ASSIGNMENT/TASK | NEW DUE DATE | WEIGHTAGE |
| **Bio assignment** | April 12 | 20% |
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