

THE BURN-UP LIST - MICHAEL RITCHIE

ACTIVITY	DUE DATE	WEIGHT	OBJECTIVES, DELIVERABLES & SWOT ANALYSIS
WK 4: The Week Ahead	2/27/16	0%	Review the upcoming assignments for the week. Utilize my aptitude for time management in planning this week's upcoming assignments.
Career Module:	2/27/16	0%	Finalize LinkedIn Discussion Board Responses, and finish the last Career Module Quiz. Use this opportunity to add connections, and network with my fellow students on LinkedIn.
WK 4: GoToTraining (GTT)	2/22/16	0%	Actively watch the GoToTraining Session. Acknowledge my weakness for the desire to minimize the tab as I listen to the GTT, and to work on other activities in tandem.
WK 4: Call to Action - Growth!	2/27/16	5%	Thursday – Post your Quote, and explanation. Saturday – Post your Responses to Classmates. Be aware of the threat of not utilizing the Full Sail Library as a resource.
WK 4: Research	2/27/16	0%	Continue independent research. Use my skill in time management to factor in the required time for independent research.
WK 4: Development	2/27/16	0%	Review and improve upon my Burn-Up List. Analyze the threat of not including my SWOT analysis within my Burn-Up List.
WK 4: SWOT Follow-Up	2/26/16	2%	Complete the SWOT Follow Up Analysis. Use this opportunity to compare, and contrast my growth from my previous SWOT Analysis.
WK 4: Being Paid for Your Work	2/26/16	3%	Create the Cost Spreadsheet, and submit the Excel file. Use this as a learning experience for current, and future career related endeavors.
WK 4: Month in Review	2/27/16	5%	Post your Month in Review to the discussion board Utilize my skill for retrospect and impart sincere knowledge I have learned over my time within this course.
Corse Evaluation	2/28/16	0%	Complete the Course Evaluation. Utilize this opportunity to provide honest and helpful feedback.

The priority of an assignment was measured through the weight, deliverables, and time an activity requires. Heavy weighted activities that are time consuming were deemed high priorities. Activities that require an average amount of time and require critical thinking were ranked as medium priorities. Low priority activities were ranked due to their only requirement of reading and reviewing the material of the assignment.

HIGH PRIORITY

MEDIUM PRIORITY

LOW PRIORITY