

Burn Up List

- 1.) Attend or watch GoToTraining video ASAP to better understand the instructor's expectations for the week. Confirmation of what's expected is always something I try to do, it's a strength and a weakness as sometime I get behind while trying so hard to assure my information is correct. Slowly go over every assignment and instructions to assure I don't miss a secondary requirement even thou the assignment is checked off in the list in LMS student portal.
- 2.) Complete Burn Up List. A strength of mine is following a list but it seems the class is already set up as a checklist, this will be a more tailored list just for me based on my schedule and treats that try and limit my ability to make time to accomplish my goals for this week. Be sure to add secondary requirements to lists so not only am I making my posts, but also my responses to others posts, I've missed this twice.
- 3.) Complete all reading and watch all videos if it applies within this week's assignments. In short, learn the material needed to complete the graded tasks. Go through each item for the week and get familiar with them all so when one refers to the other you'll have an understanding of that material. Going through all items and getting basic knowledge of all tasks will allow me the info needed to go back and reference that information. Be sure to complete Career Module tasks by the end of the week.
- 4.) Complete Anchor Points and Call to Action assignment by their due dates and submit on time. This should be fairly easy to accomplish has I understand what it is, and when it's due. Very low treats in regards to this task.
- 5.) My strength is research and I love this part so that's good, my treat is time restraints because I tend to over research. I need to stay focused and not get distracted with information that leads me into unproductive research. The opportunity to learn and put that knowledge to work comes from this item.
- 6.) Allow myself the proper amount of time needed to complete the Project & Portfolio assignment. Since my treat is time assuring I set aside enough if not more time than needed will be essential for my success. This set aside time gives me the opportunity to revisit the material covered this week as well.
- 7.) Take special attention to the "Being Paid for Your Work" assignment as well as the "Month in Review" assignment which will complete the course. Finish strong!