

Week 2 Burn-Up List

This week I have an assignment due everyday from Tuesday through Sunday, and Wednesday I have two assignments due. My goal is to get all of the assignments done either the day before the due date or as early as possible the day that it is due. My work schedule is more reasonable this week having Wednesday, Friday, and Saturday off dedicated towards school. My strong work ethic will be applied to these assignments, my weakness of communicating will be overcome, my opportunity of being off work three days will be used wisely, and the threat of wasting my days off will not be an issue. Here is a numbered list of my assignments for the week in order of importance based upon the due date and my availability.

1. Monday I will complete my Burn-Up List before I go into work.
2. Tuesday I will watch the Go To Training because I will be at work during the live session. I will also complete the SWOT Analysis. This will be after I get off work around 5 PM.
3. Wednesday is my first day off since last Thursday, but I will not waste my day with other activities. I will complete the Anchor Points assignment and communicate better with other students by replying to their post. I will also take the opportunity of being off to start the Failure to Success Story assignment. In between these two assignments, I will look at some of the Career Module material.
4. On Thursday I have to work until 5 PM again. If I haven't completed the Failure to Success Story assignment on Wednesday, I will finish it after work. If I have completed that assignment, then I will start the Mission Statement assignment.
5. Friday is my second day off, and I will use this opportunity to finish the Mission Statement assignment and Career Module material. I do have to get my car inspected and tires rotated this day, but I will bring my laptop with me to work on assignments while I wait. I can respond to 3 or more of my classmates Failure to Success story post during this time.
6. Saturday I have to go out of town for a few hours in the afternoon, so I will get as much of the Project Deliverable and Time Estimation worksheet completed that morning.
7. I have to work from 3:30 PM to Midnight on Sunday, so I will finish any assignment I did not complete on Saturday that morning.