THE BURN-UP LIST
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    Now at the beginning of this week I like to go through and just do a basic over-view of what is expected of me for the week ahead. After doing so I split all that I have to do into two main categories. One category being the readings and 0% assignments; the other being the graded and therefore much more important items. First I like to take care of what is greatest weakness and that is procrastinating on items I deem unimportant but more than likely has all the information to do what is graded later on. So I read and complete all the items on the following list:

0%:	Due Date:
WK 2: The Week Ahead	Jan 17
Career Module:	Jan 16
What is a Portfolio?	Jan 17
How Do I Create an ePortfolio?	Jan 16
WK 2: Research	Jan 16
WK 2: Development	Jan 16

    Now after I have had the opportunity to take care of all these items I should have all that I need to take care of the more important assignments. And more than likely the above list should be completed by noon of day two at the latest because unfortunately I have work always on Mondays but I at least am able to plan for the week ahead. Now to use my strengths and set my mind to the important tasks one by one. The following list is what order I plan to knock out the graded Assignments.

Actual Graded:	Due Date:
Self Evaluation: SWOT 2%	Jan 13
WK 2: Anchor Points 3%	Jan 13
Mission Statement 3%	Jan 15
WK 2: Call to Action 4%	Jan 16
WK 2: Project & Portfolio 7%	Jan 17
The Burn-Up List 3%	Jan 19