Step 1:

1) In relation to working on task for school work, i generally start with the assignments that I consider easy to complete first. Over the last couple of quarters now, this has been working well for me, considering that i also work full time considering that I am part of the Post-Bac program. In order to make sure that i don't forget, i am reminded on the dashboard announcement pages of what is due for that week. For most of the projects/ assignment submissions, once a item has been submitted, the announcement for that disappears. This basically serves as a checklist for me

2) Depending on my overall confidence level in the assignment, I read the instructions for what is required. I get an idea of what is required for this assignment and depending on how difficult the assignment is, i get started as early as possible. Knowing that I generally do not work well when under pressure, by working on an assignment project early, this gives me more freedom to research/ learn and work on the project / assignment. If I finish the project earlier than expected, that's great, and that gives me some time to either work on the next week's assignment or just take a break and wait for the next week's course assignments.

3) Similar response to #2. I work on the task once I come home from work. I take a little break for myself and once I'm mentally prepared to tackle the assignment, I get started on it.

Step 2:

I generally do not have any issues in regards to daily task schedules / assignments. I consider myself to be pretty good about getting assignments / tasks done on a timely manner as my full time job basically calls for this type of work. Otherwise, Google calendar works well considering that I have all of my IoT connected either through my PC, or smartphone. This can allow me to set notification reminders that tell me what is due.