# Daily Organizer

**Date:** Monday 1/22/18

<table>
<thead>
<tr>
<th>START TIME</th>
<th>END TIME</th>
<th>OBLIGATION/EVENT</th>
<th>DID YOU ATTEND?</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00</td>
<td>9:45</td>
<td>Meeting w/ Dr. M.</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Inform coach I’ll be 10min. late</td>
<td></td>
</tr>
<tr>
<td>10:50</td>
<td>11:50</td>
<td>SPAN 101</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Study for quiz 5</td>
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<tr>
<td></td>
<td></td>
<td>Bring laptop to class</td>
<td></td>
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</tbody>
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**Homework**

1. Assignment: Chapter 4, Book Course: SOCI 201
   - Due: Tues. 1/23 (TOMORROW)
   - ✔ Pg. 54-64
   - ✔ Pg. 65-72
   - Write brief summary for notes

2. Assignment: Research Proposal Draft Course: INQ 270
   - Due: Thurs. 1/25
   - ✔ Research potential topics 2nite
   - ✔ Outline by 1/23
   - Write by 1/24

3. Assignment: Exam 1 Course: INQ 240
   - Due: Tues. 1/23
   - ✔ Day 5 of 5 Day Study Plan

**Goals**

- Wake up 10min. earlier than yesterday

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**Instructions**

- **Chunking**: Break assignment down into smaller parts
- **Check Marks**: Check things off for accountability and sense of accomplishment
- **Time Management**: Know where getting ahead on an assignment is possible
- **Prioritize**: Indicate which order that assignment should be done

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**Check Marks**

- ✔

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**Time Management**

- ✔

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**Prioritize**

- ✔

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**Chunking**

- ✔