

nw

NOTEWORTHY

break your large assignments into  
small and doable chunks

## HOW TO USE:

nw

- 1 Tear out the correct assignment sheet

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- 2 fill out the top section info like class, due date, etc

---
- 3 break the assignment into 5 or less steps

---
- 4 work backward from due date to figure out goal dates for each step

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- 5 use the stickers to mark the steps on the calender

---
- 6 place the sheet into a slot in the card holder

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- 7 fill out the info on the whiteboard

---
- 8 mark the completed steps on the sheet and whiteboard as you complete them

---
- 9 Recycle the paper when the assignment is done!

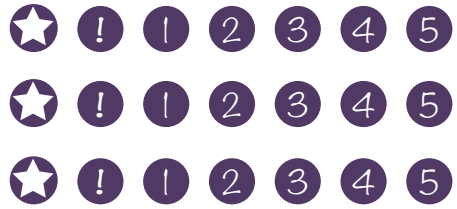
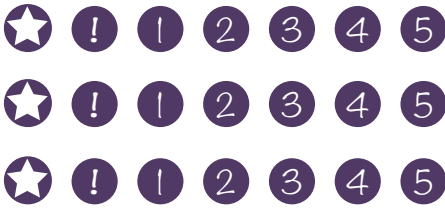
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**Good luck on your assignments. You got this!**

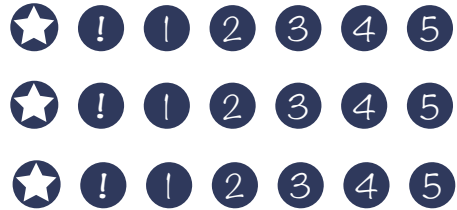
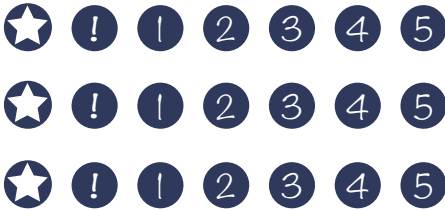
# STICKERS

nw

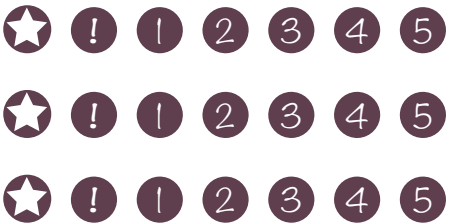
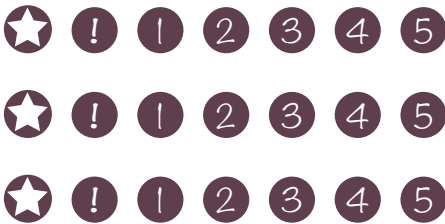
weekly module



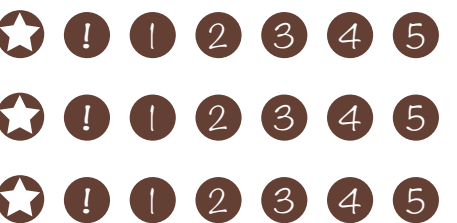
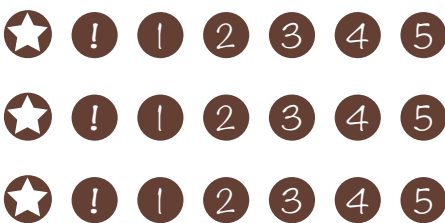
essay



design project



group project



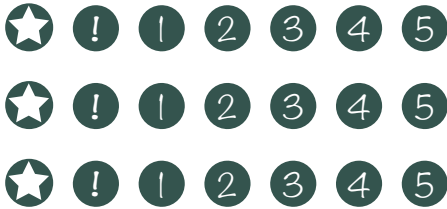
# STICKERS

nw

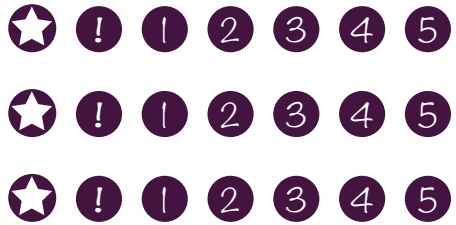
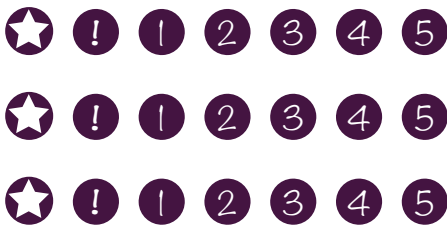
group project (individual)



exam



lab report



assignment



# WEEKLY MODULE

# WEEKLY MODULE

rw

class: \_\_\_\_\_ week #: \_\_ submit: \_\_\_\_\_

topic: \_\_\_\_\_ dates: \_\_ / \_\_ to \_\_ / \_\_

to do:

① \_\_\_\_\_ due: \_\_\_\_ / \_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

② \_\_\_\_\_ due: \_\_\_\_ / \_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

③ \_\_\_\_\_ due: \_\_\_\_ / \_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

④ \_\_\_\_\_ due: \_\_\_\_ / \_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

calendar:

notes:

Su M T W Th F S  
Su M T W Th F S

# WEEKLY MODULE

nw

class: FSHN 120 week #: 3 submit: canvas

topic: carbs dates: 2 / 6 to 2 / 11

to do:

1 Pre-Video and quiz due: 2 / 7

\_\_\_\_\_

\_\_\_\_\_

2 Lecture videos due: 2 / 9

\_\_\_\_\_

\_\_\_\_\_

3 Reading due: 2 / 10

\_\_\_\_\_

\_\_\_\_\_

4 weekly quiz due: 2 / 11

\_\_\_\_\_

\_\_\_\_\_

calendar:

notes:

! 1 T 2 3 4 ★  
Su M T W Th F S

ESSAY



# ESSAY

rw

class: \_\_\_\_\_ due: \_\_ / \_\_ submit: \_\_\_\_\_

topic: \_\_\_\_\_ length: \_\_\_\_\_

to do:

calendar:

1 \_\_\_\_\_ due: /

\_\_\_\_\_

\_\_\_\_\_

month: \_\_\_\_\_

01 02 03 04 05 06

07 08 09 10 11 12

13 14 15 16 17 18

2 \_\_\_\_\_ due: /

\_\_\_\_\_

\_\_\_\_\_

19 20 21 22 23 24

25 26 27 28 29 30

31

3 \_\_\_\_\_ due: /

\_\_\_\_\_

\_\_\_\_\_

month: \_\_\_\_\_

01 02 03 04 05 06

07 08 09 10 11 12

13 14 15 16 17 18

4 \_\_\_\_\_ due: /

\_\_\_\_\_

\_\_\_\_\_

19 20 21 22 23 24

25 26 27 28 29 30

31

5 \_\_\_\_\_ due: /

\_\_\_\_\_

\_\_\_\_\_

notes:

# ESSAY

nw

class: arab 150 due: 3 / 15 submit: moodle

topic: critical review 4 length: 500-750 words

to do:

calendar:

1 pick a topic due: 3 / 8

\_\_\_\_\_

\_\_\_\_\_

2 find sources due: 3 / 10

\_\_\_\_\_

\_\_\_\_\_

3 read due: 3 / 11

take notes 3 / 12

\_\_\_\_\_

4 draft 1 due: 3 / 13

\_\_\_\_\_

\_\_\_\_\_

5 revise & submit due: 3 / 14

\_\_\_\_\_

\_\_\_\_\_

month: march

01 02 03 04 05 06

07 08 09 10 11 12 13

14 15 16 17 18

19 20 21 22 23 24

25 26 27 28 29 30

31

month: \_\_\_\_\_

01 02 03 04 05 06

07 08 09 10 11 12

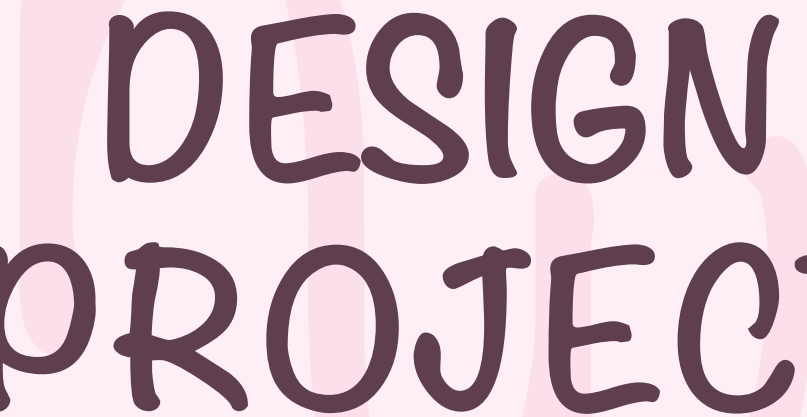
13 14 15 16 17 18

19 20 21 22 23 24

25 26 27 28 29 30

31

notes:



# DESIGN PROJECT

# DESIGN PROJECT

rw

class: \_\_\_\_\_ due: \_\_ / \_\_ submit: \_\_\_\_\_

topic: \_\_\_\_\_ type: \_\_\_\_\_

to do:

calendar:

1 \_\_\_\_\_ due: /

\_\_\_\_\_

\_\_\_\_\_

2 \_\_\_\_\_ due: /

\_\_\_\_\_

\_\_\_\_\_

3 \_\_\_\_\_ due: /

\_\_\_\_\_

\_\_\_\_\_

4 \_\_\_\_\_ due: /

\_\_\_\_\_

\_\_\_\_\_

5 \_\_\_\_\_ due: /

\_\_\_\_\_

\_\_\_\_\_

month: \_\_\_\_\_

01 02 03 04 05 06

07 08 09 10 11 12

13 14 15 16 17 18

19 20 21 22 23 24

25 26 27 28 29 30

31

month: \_\_\_\_\_

01 02 03 04 05 06

07 08 09 10 11 12

13 14 15 16 17 18

19 20 21 22 23 24

25 26 27 28 29 30

31

notes:

# DESIGN PROJECT

rw

class: ARTD 318 due: 5 / 5 submit: box

topic: website redesign type: web

to do:

calendar:

1 research due: 3 / 25

Benchmark analysis

navigation

2 brand book due: 4 / 3

\_\_\_\_\_

\_\_\_\_\_

3 sketches due: 4 / 10

\_\_\_\_\_

\_\_\_\_\_

4 web designs due: 4 / 25

\_\_\_\_\_

\_\_\_\_\_

5 mobile designs due: 5 / 3

\_\_\_\_\_

\_\_\_\_\_

month: march

01 02 03 04 05 06

07 08 **!** 09 10 11 12

13 14 15 16 17 18

19 20 21 22 23 24

**!** 25 26 27 28 29 30

31

month: April/May

01 02 **2** 04 05 06

07 08 09 **3** 11 12

13 14 15 16 17 18

19 20 21 22 23 24

**4** 25 26 27 28 29 30

31 1 2 **5** 4 **★**

notes:

# GROUP PROJECT

# GROUP PROJECT

rw

class: \_\_\_\_\_ due: \_\_ / \_\_ submit: \_\_\_\_\_

topic: \_\_\_\_\_ members: \_\_\_\_\_

to do:

calendar:

1 \_\_\_\_\_ due: /

\_\_\_\_\_

 \_\_\_\_\_

month: \_\_\_\_\_

01 02 03 04 05 06

07 08 09 10 11 12

13 14 15 16 17 18

19 20 21 22 23 24

25 26 27 28 29 30

31

2 \_\_\_\_\_ due: /

\_\_\_\_\_

 \_\_\_\_\_

3 \_\_\_\_\_ due: /

\_\_\_\_\_

 \_\_\_\_\_

month: \_\_\_\_\_

01 02 03 04 05 06

07 08 09 10 11 12

13 14 15 16 17 18


19 20 21 22 23 24

25 26 27 28 29 30

31

4 \_\_\_\_\_ due: /

\_\_\_\_\_

 \_\_\_\_\_

5 \_\_\_\_\_ due: /

\_\_\_\_\_

 \_\_\_\_\_

notes:

# GROUP PROJECT

nw

class: PSYC 220 due: 5 / 5 submit: present


topic: experiments members: John, Leah, Sam, Ben, Rose

to do:

calendar:

① experiment 1 due: /

\_\_\_\_\_

 John

② experiment 2 due: /

\_\_\_\_\_

 Leah

③ experiment 3 due: /

\_\_\_\_\_

 Rose

④ experiment 4 due: /

\_\_\_\_\_

 Ben

⑤ experiment 5 due: /

\_\_\_\_\_

 Sam

month: April

01 02 03 04 05 06

07 08 09 10 11 12


13 14 15 16 17 18

19 20 21  23 24

25 26 27 28 29 30

31

month: May

01 02 03 04  06

07 08 09 10 11 12

13 14 15 16 17 18

19 20 21 22 23 24

25 26 27 28 29 30

31

notes:



GROUP  
PROJECT  
INDIVIDUAL

# GROUP PROJECT (INDIVIDUAL)

rw

class: \_\_\_\_\_ due: \_\_\_ / \_\_\_ submit: \_\_\_\_\_

topic: \_\_\_\_\_ members: \_\_\_\_\_

to do:

calendar:

1 \_\_\_\_\_ due: /

\_\_\_\_\_

\_\_\_\_\_

month: \_\_\_\_\_

01 02 03 04 05 06

07 08 09 10 11 12

13 14 15 16 17 18

2 \_\_\_\_\_ due: /

\_\_\_\_\_

\_\_\_\_\_

19 20 21 22 23 24

25 26 27 28 29 30

31

3 \_\_\_\_\_ due: /

\_\_\_\_\_

\_\_\_\_\_

month: \_\_\_\_\_

01 02 03 04 05 06

07 08 09 10 11 12

13 14 15 16 17 18

4 \_\_\_\_\_ due: /

\_\_\_\_\_

\_\_\_\_\_

19 20 21 22 23 24

25 26 27 28 29 30

31

5 \_\_\_\_\_ due: /

\_\_\_\_\_

\_\_\_\_\_

notes:

# GROUP PROJECT (INDIVIDUAL)

nw

class: PSYC 220 due: 5 / 5 submit: present

topic: experiment 2 members: John, Leah, Sam, Ben, Rose

to do:

calendar:

1 research due: 4 / 28

\_\_\_\_\_

\_\_\_\_\_

2 Outline due: 4 / 30

\_\_\_\_\_

\_\_\_\_\_

3 slides due: 5 / 3

\_\_\_\_\_

\_\_\_\_\_

4 practice due: 5 / 4

\_\_\_\_\_

\_\_\_\_\_

5 \_\_\_\_\_ due:  /

\_\_\_\_\_

\_\_\_\_\_

month: April

01 02 03 04 05 06

07 08 09 10 11 12

13 14 15 16 17 18

19 20 21 ! 23 24

25 26 27 \ 29 32

31

month: May

01 02 3 4 6

07 08 09 10 11 12

13 14 15 16 17 18

19 20 21 22 23 24

25 26 27 28 29 30

31

notes:

EXAM

# EXAM

rw

class: \_\_\_\_\_ topic: \_\_\_\_\_

location: \_\_\_\_\_ date: \_\_\_ / \_\_\_ time: \_\_\_ : \_\_\_

to do:

calendar:

① \_\_\_\_\_ due: /

\_\_\_\_\_

\_\_\_\_\_

month: \_\_\_\_\_

01 02 03 04 05 06

07 08 09 10 11 12

13 14 15 16 17 18

19 20 21 22 23 24

25 26 27 28 29 30

31

② \_\_\_\_\_ due: /

\_\_\_\_\_

\_\_\_\_\_

③ \_\_\_\_\_ due: /

\_\_\_\_\_

\_\_\_\_\_

month: \_\_\_\_\_

01 02 03 04 05 06

07 08 09 10 11 12

13 14 15 16 17 18

19 20 21 22 23 24

25 26 27 28 29 30

31

④ \_\_\_\_\_ due: /

\_\_\_\_\_

\_\_\_\_\_

⑤ \_\_\_\_\_ due: /

\_\_\_\_\_

\_\_\_\_\_

notes:

# EXAM

nw

class: chem 102 topic: acid and bases

location: noyes 100 date: 3 / 22 time: 7 : 00pm

to do:

calendar:

1 review notes due: 3 / 18

\_\_\_\_\_

\_\_\_\_\_

2 study guide due: 3 / 19

\_\_\_\_\_

\_\_\_\_\_

3 take practice exam due:  /

exam 1 3 / 20

exam 2 3 / 21

4 charge calculator due:  /

\_\_\_\_\_

\_\_\_\_\_

5 \_\_\_\_\_ due:  /

\_\_\_\_\_

\_\_\_\_\_

month: March

01 02 03 04 05 06

07 08 09 10 11 12

13 14 15 16 ! 17

2 20 21 22 23 24

25 26 27 28 29 30

31

month: \_\_\_\_\_

01 02 03 04 05 06

07 08 09 10 11 12

13 14 15 16 17 18

19 20 21 22 23 24

25 26 27 28 29 30

31

notes:

# LAB REPORT

# LAB REPORT

rw

class: \_\_\_\_\_ due: \_\_ / \_\_ submit: \_\_\_\_\_

topic: \_\_\_\_\_ title: \_\_\_\_\_

to do:

calendar:

1 \_\_\_\_\_ due: /

month: \_\_\_\_\_

\_\_\_\_\_

01 02 03 04 05 06

\_\_\_\_\_

07 08 09 10 11 12

13 14 15 16 17 18

2 \_\_\_\_\_ due: /

19 20 21 22 23 24

\_\_\_\_\_

25 26 27 28 29 30

\_\_\_\_\_

31

3 \_\_\_\_\_ due: /

month: \_\_\_\_\_

\_\_\_\_\_

01 02 03 04 05 06

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07 08 09 10 11 12

13 14 15 16 17 18

4 \_\_\_\_\_ due: /

19 20 21 22 23 24

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25 26 27 28 29 30

\_\_\_\_\_

31

5 \_\_\_\_\_ due: /

notes:

\_\_\_\_\_

\_\_\_\_\_



# LAB REPORT

nw

class: MCB 101 due: 2 / 26 submit: compass

topic: Cells title: Lab Report 7

to do:

1 abstract/intro due: 2 / 20

\_\_\_\_\_

\_\_\_\_\_

2 methods due: 2 / 21

\_\_\_\_\_

\_\_\_\_\_

3 results due: 2 / 23

\_\_\_\_\_

\_\_\_\_\_

4 conclusion due: 2 / 25

\_\_\_\_\_

\_\_\_\_\_

5 \_\_\_\_\_ due:  /

\_\_\_\_\_

\_\_\_\_\_

calendar:

month: Feb

01 02 03 04 05 06

07 08 09 10 11 12

13 14 15 16 17 18 !

19 1 2 22 3 24

4 5 ☆ 27 28 29 30

31

month: \_\_\_\_\_

01 02 03 04 05 06

07 08 09 10 11 12

13 14 15 16 17 18

19 20 21 22 23 24

25 26 27 28 29 30

31

notes:



**BLANK  
ASSIGNMENT**

# ASSIGNMENT

rw

class: \_\_\_\_\_ due: \_\_\_ / \_\_\_ submit: \_\_\_\_\_

topic: \_\_\_\_\_ type: \_\_\_\_\_

to do:

calendar:

1 \_\_\_\_\_ due: /

month: \_\_\_\_\_

\_\_\_\_\_

01 02 03 04 05 06

\_\_\_\_\_

07 08 09 10 11 12

13 14 15 16 17 18

2 \_\_\_\_\_ due: /

19 20 21 22 23 24

\_\_\_\_\_

25 26 27 28 29 30

\_\_\_\_\_

31

3 \_\_\_\_\_ due: /

month: \_\_\_\_\_

\_\_\_\_\_

01 02 03 04 05 06

\_\_\_\_\_

07 08 09 10 11 12

13 14 15 16 17 18

4 \_\_\_\_\_ due: /

19 20 21 22 23 24

\_\_\_\_\_

25 26 27 28 29 30

\_\_\_\_\_

31

5 \_\_\_\_\_ due: /

notes:

\_\_\_\_\_

\_\_\_\_\_

# ASSIGNMENT

nw

class: cmn 101 due: 4 / 7 submit: canvas/inperson

topic: persuasive type: speech

to do:

calendar:

1 pick topic due: 3 / 22

research 3 / 28

\_\_\_\_\_

2 Outline due: 4 / 2

full sentence

key word

3 Slides due: 4 / 5

\_\_\_\_\_

\_\_\_\_\_

4 practice due: 4 / 6

video 4 / 6

\_\_\_\_\_

5 \_\_\_\_\_ due: /

\_\_\_\_\_


\_\_\_\_\_

month: March

01 02 03 04 05 06

07 08 09 10 11 12


13 14 15 16 17 18


19  21 22 23 24

25 26 27  29 30

31

month: April

01  03 04  

 08 09 10 11 12

13 14 15 16 17 18

19 20 21 22 23 24

25 26 27 28 29 30

31

notes: