**Identifying Pinch Points**

This worksheet will help you identify weeks in the quarter where you have more things due then you will be able to complete in one week. Once you have identified these weeks, you can plan how you will spread the work out so that you can meet all your deadlines.

1. Gather your syllabi for all your classes. If you have entered all your assignments and tests in a planner, you can use your planner instead.
2. Fill out the information for ***every single*** project, essay, presentation, quiz, and test in all your classes in the first three columns. Include anything you produce for a class that is evaluated and graded. Do not include assigned readings.



1. Place an X in the quarter week box that each assignment and test is due. For recurring tasks (ie. weekly problem sets), write “weekly” under due date and put an X in all weeks except for finals week.
2. If any week has two to three X’s, look at the assignments/quizzes/tests in that week to determine if you need to plan ahead.

Note: This requires you to estimate how long it will take to complete the required work. Please see the Increasing Time Awareness on Tasks worksheet to improve your time estimation skills



1. If any week has four X’s or more, you will need to plan ahead no matter how small the individual assignments/tests/quizzes seem.
2. If you have a planner, use a highlighter to mark these weeks on your planner so you’re reminded that they are coming up. See the Using a Planner section of the website for information on how to use a planner.



1. Use the Breaking a Project into Parts worksheet to help you break your work during these weeks down into parts and create due dates for those parts so you can spread your work ou

 **Week the due date occurs in**

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| **Class****Classroom** | **Essay, presentation, exam, etc.****List RTL** | **Date Due** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** |
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