How to Stop Falling Behind on Your Homework

I've been playing a lot of this game called Overcooked, it's this game where you play as a chef, as you through this increasingly difficult and crazy series of kitchens, basically trying to fill orders for customers. And of course, in the beginning, it's easy to do. The orders are pretty simple, and there aren't too many of them coming your way. But as time goes on, more and more orders start showing up, there's lots of little things thrown into the kitchens to make your work harder and the orders get more complicated. And if you get behind on just one order, then everything starts to pile up and you have basically no hope of clawing your way back from the brink. And if you are a student, this is probably sounding pretty familiar right now because it is a good representation of what basically every semester has looked like up until this point. And that leads to the obvious question, how do you not fall behind? How do you become one of those people who can stay on top of things consistently over the long term, even as the semester wages a war of attrition against both your organizational systems and your motivation? Well, in the case of Overcooked, the answer is pretty simple, get good. But in terms of your homework help accounting school performance, it really breaks down to doing three things consistently. First, you need a well-organized task management system and calendar, and you need to keep them well-organized over the entire semester. Secondly, you need to take your assignments and projects, even things you need to study for exams, and break them down into mini-tasks that can be given milestone deadlines which are easy to achieve. And finally, you need to put in work frequently so you don't get rusty, basically, work every single day at least some small amount. So in this video, I wanna help you guys put these three things into action in your own lives. I'm gonna dig into each of these, give you some specific tips, and show you how I've implemented them into my own life so you have some context. The first step to staying on top of things throughout the entire semester is to make sure that your task management system, which is your to-do list and your calendar, is a perfect representation of everything you need to do. That way, your brain doesn't have to worry about those things, it knows that it's an external system that it can trust. And building that system really starts at the beginning of the semester. When you go to each of your classes and you get the syllabus for that class, take some time to transfer what's on the syllabus into your task management system. For example, here's the syllabus for one of my marketing classes for my sophomore year. And on it, there's a couple of written assignments listed, with due dates, and there's also some quiz dates. So over in Todoist, which is my recommendation for a to-do list app for most students, I have written all these assignments down. So that way, they are in the system that I'm going to be looking at every single day. Now, that takes care of the initial set-up at the beginning of the semester. But that's just the start. As the semester goes on, you need to be adding anything that your professor assigns you, or anything that comes up into that to-do list. And there are really two different ways to do this. The first method is the most straightforward one, and it's the one that I like to use. It's to simply add new tasks into the to-do list or into your calendar app the moment you hear about them. So, if you're sitting in class and your professor assigns you a math assignment, you open Todoist, you put in the details, you put in the due date, and you're good to go. There is a perfectly valid alternative to doing this, though, because sometimes you have to rush out of class and you just don't have time to enter all the details, and push that due date button, and do all of that little fiddling around while you're in class. So the alternative is to use what I like to call a daily note. This is just a scrap of paper in your pocket, or maybe one of those tiny little moleskin notebooks like my friend Martin has, or maybe just a note in your favorite note-taking app, where you write all the assignments and everything that comes up during the day in plain English. You're not messing with due dates or priority levels or whatever your task management system has you do. Using a daily note is an easy and simple way of writing down all the things you need to do for an assignment without having to fiddle with an app but it is not a task management system. It's not organized, you can't prioritize it, you can't look at what's coming up in the next seven days, so if you're going to do this, you need to establish a daily habit where you go through your daily note and you transfer whatever's on it into your more-trusted robust system. Finally, you need a way

to keep your calendar and especially your to-do list from getting disorganized and chaotic. And you're probably familiar with this happening. Every semester, all these tasks pile up, and some of them just slip through the cracks, or you forget to check 'em off, or the details change, and then you look at your to-do list one day, and it is a mess. But if you establish a review day, like Sunday afternoons, to go through your task management system and clean these things up, this isn't going to happen. And I'm actually gonna do this right now. So the to-do list app that I use these is called Asana, and it is great for working with teams, which I do, so that's why I use it over Todoist, but as you can see, my personal task list here has some red due dates on it. Now, some of these tasks are things that I actually did do, but just forgot to check off, so I'm gonna go ahead and check those off. And some of them, I didn't do, so I need to figure out what to do with those particular tasks. The second main thing you wanna be doing on a consistent basis is breaking your work down into manageable chunks and then setting deadlines for those chunks, so that way, you're working consistently over the long term rather than pushing everything off until the last second. And you should do this for your assignments and your projects, but also for the topics you need to study. If you have a test coming up and you know what you wanna study, you should break down that studying into several different chunks, so that way, you're doing it over the long term. Doing this is gonna help you deal with Parkinson's Law, which states that work expands so as to fill the time available for its completion. And I'm sure you're just as familiar with this as I am. You get assigned a project, you have three weeks to do it, but in your head, it exists as one task, and of course, you wait until two days before the deadline to even start it. However, when you break that project down into mini-tasks, each with their own individual deadline, now you have a well-defined plan and you know you're gonna be doing things consistently across that whole three weeks. So here's an example of this in action. When I was a sophomore, I had an assignment in one of my English classes to create a personal website, which is a pretty big project. So I broke it down into individual little milestones, create a list of pages, make a wireframe mockup on notebook paper, start coding things, and each of those had their own individual deadline, which helped me make consistent progress on the project without a whole ton of stress. One other huge benefit to setting these milestones is that it decreases the initial resistance to starting a task because this is what makes us procrastinate, it's the resistance to starting something that seems really big and scary. But when you've broken your project down, that little mini milestone doesn't seem like it's gonna take that long, and so you can jump into the work right away. And speaking of right away, for most projects, you should make the first milestone due date be the exact same day as when you get the assignment. Doing this will push you to put just a little bit of work into the project while everything is still fresh in your mind, and it doesn't have to be big. It can be a very tiny amount of work. For example, if you've just been assigned an essay, you could just spend five minutes brain dumping what you know or writing down questions, on the other hand, if you wait a few days to start the project, now you have to spend a bunch of time re-familiarizing yourself with the requirements and getting everything reloaded into your brain, and that is valuable time that you could be using to play Zelda instead. Lastly, do some amount of work every single day, or at least almost every single day, because frequency is your friend.