

Weekly Syllabus & Deadline Triage Blueprint

A practical 3-step system to prioritize deliverables, prevent grade decay, and protect your GPA while working full-time.

1. THE SUNDAY 20-MINUTE TRIAGE FRAMEWORK

Rule 1: Sort by Point Density — Calculate Points ÷ Required Hours. A 100-point case study worth 15% of your final grade takes precedence over a 5-point weekly reply thread.

Rule 2: The 48-Hour Buffer — Always submit initial discussion board posts 48 hours before the hard closing deadline. Peer responses should be logged in one 30-minute block.

Rule 3: Proctored Milestone Clearance — For midterm and final exams, verify webcam, environment rules, and lockdown browser 5 days before the testing window opens.

2. WEEKLY DELIVERABLE RISK MATRIX (PRINT & FILL)

Week / Module	Deliverable / Task	% of Grade	Hard Deadline	Prep Start	Status / Notes
Week ____	e.g. NURS 5315 SOAP Note 1	15%	Sun 11:59 PM	Wed 7:00 PM	[] Draft [] Review [] Done
Week ____	e.g. Discussion Post + 2 Peer Replies	5%	Thu / Sun	Tue 8:00 PM	[] Initial [] Reply 1 [] Reply 2
Week ____	e.g. Unit 3 Pharmacology Quiz	10%	Sat 11:59 PM	Thu 6:00 PM	[] Flashcards [] Practice
Week ____	e.g. Midterm / Benchmark Exam	25%	Next Week	7 Days Prior	[] LockDown Test [] Review
Week ____					[] Draft [] Review [] Done

3. EMERGENCY CRUNCH PROTOCOL (WHEN 2+ MODULES BEHIND)

- **Step A: Stop the Bleed** — Triage current week first. Do not sacrifice 100% of this week's points trying to salvage late penalties from two weeks ago.
- **Step B: Request One Extension with Specific Date** — Never email 'I am behind'. Email: 'My hospital shift schedule collided with Module 4; I will submit Assignment 2 by Wednesday 6 PM'. Specificity builds instructor goodwill.
- **Step C: Get Structure Support** — If clinical hours, shifts, or family demands make keeping up impossible, request a free syllabus audit at sleekacademia.com/free-class-audit or WhatsApp coach directly at **+254 724 543 489**.