BRESCIA UNIVERSITY

COMMUNITY OF *CARE*

Get Back on Track Planner

Stop. Assess. Make a plan. Ask for help.

THE GOAL IS NOT TO FIX EVERYTHING TODAY.
The goal is to understand what needs your attention, decide what comes next, and take one useful step.

Name	
Course	
Goal	

Right now, I feel...

☐ A little behind

☐ Behind in one class

☐ Behind in several classes

☐ Completely overwhelmed

☐ I don't even know where to start

Before you begin

Be honest, not perfect. This guide is designed to help you make decisions. You may discover that the next step is completing a task, asking a question, contacting someone, or getting additional support.

Get It Out of Your Head

First, make one master list. Do not decide what to do yet. Getting everything onto paper makes it easier to see the situation clearly.

Assignment	Due / Was Due	Still accepted?	Time needed	Points Available	Status
		☐ Yes ☐ No ☐ Ask			
		☐ Yes ☐ No ☐ Ask			
		☐ Yes ☐ No ☐ Ask			
		☐ Yes ☐ No ☐ Ask			
		☐ Yes ☐ No ☐ Ask			
		☐ Yes ☐ No ☐ Ask			
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		☐ Yes ☐ No ☐ Ask			
		☐ Yes ☐ No ☐ Ask			
		☐ Yes ☐ No ☐ Ask			

What information am I missing?

Examples: late-work policy, current grade, whether an assignment can still be submitted, exam date, or what my professor wants me to prioritize.

_____
_____
_____
_____

PAUSE HERE.

If you do not know whether work is still accepted, your next action may be asking - not spending hours completing it first.

Decide What Actually Needs Your Attention

Look at each item on your master list. Use these questions before deciding what deserves your time.

- Is it still possible to submit or complete?
- Is it worth a significant part of my grade?
- Do I need it to understand later material?
- Is there an upcoming exam or deadline connected to it?
- Will delaying it create another problem?
- Do I need information from my professor before I act?

Sort your work

MUST DO	SHOULD DO	CAN WAIT	ASK FIRST
Urgent + important	Important, but not first	Not today's priority	Need information first

REMEMBER

The oldest assignment is not automatically the most important assignment. Prioritize based on deadlines, impact, course progress, and what is realistically still possible.

My three highest-priority items are:

1. _____
2. _____
3. _____

Can I Realistically Catch Up?

Choose one priority task and make a decision about it before moving to the next.

Task: _____

How long do I think it will take? _____

How much usable time do I actually have? _____

Deadline / decision point: _____

Which statement fits best?

☐ YES - I can complete it.

→ Break it into small steps and schedule the first one.

☐ MAYBE - I can probably do it, but I need help.

→ Identify the exact help or information you need.

☐ NO - I cannot realistically complete everything.

→ Contact your professor to have a discussion.

☐ I DON'T KNOW.

→ Your next step is gathering information.

Break the task down

Small step	**When will I do it?**	Check If Done and Add Date
		☐
		☐
		☐
		☐

What would make this task easier to start?

_____

_____

_____

What Is Getting in My Way?

Check everything that is contributing. You can have more than one barrier.

☐ I don't understand the material.

☐ I don't know what to study.

☐ I don't know how to start the assignment.

☐ I underestimated how long things would take.

☐ I'm having trouble managing my time.

☐ I missed class or important course information.

☐ I'm overwhelmed by how much I have to do.

☐ Personal or family circumstances are affecting school.

☐ Financial or basic-needs concerns are affecting school.

☐ I need accessibility or accommodation support.

☐ I'm not sure what is getting in the way.

☐ Something else: _____

Now turn the barrier into a next step

Barrier I checked	What could help?	Who / what can I use?	My next action

NOT SURE WHERE TO GO?

Start with Community of CARE. You do not have to know which office or resource is the right one before asking for help.

Start with CARE. | brescia.edu/CARE

Who Do I Need to Contact?

Sometimes catching up starts with a conversation. Check who could help you move forward.

☐ Professor / instructor

☐ Academic advisor

☐ Tutor

☐ Student Success

☐ Accessibility support

☐ Another campus resource _____

☐ I don't know - Start with The Community of CARE.

Build the message

Who am I contacting? _____

What happened? Keep it brief and factual.

_____

_____

_____

What have I already done to address the situation?

_____

_____

_____

What specific question or request do I need to make?

_____

_____

_____

How will I community and when?

_____

MAKE THE ASK SPECIFIC.

Instead of only saying 'I'm behind,' ask a question that helps you act: What should I prioritize? Can this still be submitted? What should I review before the exam? What is my best next step?

Build My 24-48 Hour Catch-Up Plan

Do not try to create a perfect plan for the rest of the semester. Build a realistic plan for the next one or two days.

1. MUST HAPPEN FIRST

Task: _____

First small step: _____

When I will do it: _____ Time block: _____

What I need before I start: _____

2. NEXT

Task: _____

First small step: _____

When I will do it: _____ Time block: _____

What I need before I start: _____

3. AFTER THAT

Task: _____

First small step: _____

When I will do it: _____ Time block: _____

What I need before I start: _____

Protect the plan

☐ I included breaks, meals, sleep, work, class, and other fixed commitments.

☐ I left some buffer time instead of scheduling every minute.

☐ My plan is possible, even if it is difficult.

What Do I Do Right Now?

Before you close this guide, choose at least one action.

☐ Send one message.

☐ Start one assignment.

☐ Attend my next class.

☐ Request tutoring.

☐ Meet with my advisor.

☐ Make a Student Success Plan.

☐ Use the Time Management Planner.

☐ Use the Study Methods Guide.

☐ Use the Handwritten Note-Taking Guide.

☐ Visit Community of CARE website.

☐ Ask someone for help.

THE ONE THING I WILL DO IN THE NEXT 30 MINUTES IS:

_____

Don't disappear.

Falling behind can make avoiding class, email, assignments, or conversations feel easier in the moment. Staying connected usually gives you more information and more options.

- Keep attending class.
- Communicate early.
- Be honest about where you are.
- Ask questions.
- Follow through on the next step you choose.

My Follow-Up Check

Come back to this page after 24-48 hours. The goal is progress, not perfection.

What did I complete?

_____

_____

_____

What did I learn after contacting someone?

_____

_____

_____

What is still urgent?

_____

_____

_____

What can now move to 'Can Wait'?

_____

_____

_____

What new barrier showed up?

_____

_____

_____

What support do I need next?

_____

_____

_____

My next three actions

1. _____
2. _____
3. _____