7 Steps to Follow
Trust the Process!

1) Back up your Files Often! Flash Drive, Google Drive, Email most recent updated document to yourself, **DO NOT ASSUME THE CLOUD is Backing Up your files!!!**

2) Organize your files with a system that will allow you to easily find your previous assignments/documents. Make a special folder for TCP and TLDP and place a copy of all related assignments in those folders. Have a sub-folder for each class under your main Doctorate program folder.

**Such as:**

EDOL700
EDOL751
TCP
TLDP

You should name each assignment as follows:

EDOL700_1.2_TLDP or EDOL700_TCP_3.1_goalsstrategies

3) Review the CAG no later than Monday of each week. **Be aware that some assignments are due on Wednesday!** Some assignments require you to complete requirements before you can begin on the assignment.

4) **Have a plan of when you will work on your assignments for each week accordingly.**

5) Take care of yourself physically and mentally!

6) Don’t hesitate, to ask for help from Instructors, Cohort Mentor, Cohort class members! You are not alone!

7) **Back up your files! Refer to Number 1!**