



## Make a To-Do List

- Review your day planner or calendar for all items you need to do in the upcoming week.
- Construct an overview for your upcoming week by writing in some of your higher priority tasks first and then medium priority and then low priority.
- Keep in check with your time estimates. Are you being realistic?
- Make your to-do list using the following guidelines:
  - Be specific and break tasks into manageable chunks
  - Set priorities using a rating systems (example A=Most important B=Somewhat important and C=Not as important)
- Your to-do list can be a daily plan or, like the one below, a running list of priorities for the week.

Weekly example of a to-do list:

### Bad List

- Study computer science
- Write a paper
- Run errands
- See tutor

### Good List

- (A) Read chapter 3 pp 10-28
- (B) Review lecture notes from 2/13 and 2/15
- (A) Meet with CTI tutor in between Tuesday classes
- (A) Spend 1 hour researching topics for paper at library
- (B) Make an outline of main ideas to be included in paper
- (B) Write 1<sup>st</sup> draft of paper
- (C) Go to bank to deposit check
- (B) Go to Jewel for groceries

Questions to consider once you have made a to-do list:

Are my tasks broken down into small, manageable steps?

Is it feasible to complete all of my “A” items in the given amount of time?

Are my items appropriately prioritized? Is there an “A” item that should really be a “B” or a “C” item that should really be an “A”?

