



The Steps to Creating a Daily To-Do List

1. Write down tasks

- List them in any order. Don't worry about prioritizing the tasks yet- that will come later.

2. Estimate time

- Approximately how long will it take you to complete each task on your list? Just give it your best guess- it is ok if you're a little off. Add up the total amount of time it will take you to complete all the tasks on your to-do list and compare it to the amount of time you have available (outside of class, work and other commitments).

3. Prioritize tasks

- Decide which tasks have the most pressing deadlines. Place these tasks at the top of your daily to-do list. Tasks that do not require immediate attention should be placed towards the bottom. While prioritizing the tasks on your to-do list, consider the amount of time you have available to complete tasks.

4. Cross off tasks as you go

- This will promote a sense of accomplishment! Keep your to-do list with you at all times that way it is readily available to cross off completed tasks.

5. Evaluate your progress

- Towards the end of the day (right before you go to bed is a good time), look over your to-do list. Identify tasks you didn't complete and add it to the next day's to-do list.

*****BEGIN MAKING YOUR TO-DO LIST NOW! See handout titled "Daily To-Do List"*****

