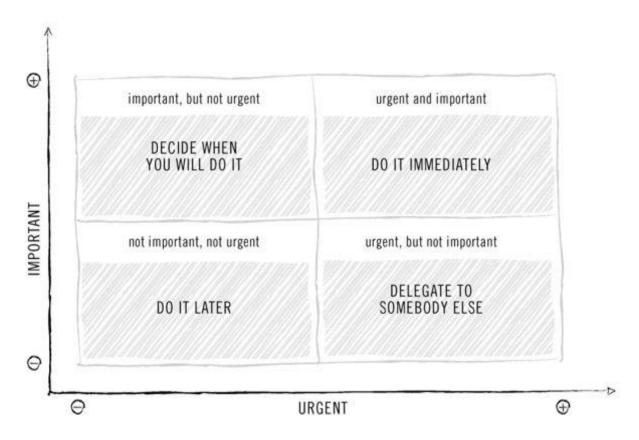


Time Management Worksheet – To-Do List

One way to properly manage your time is to use a to-do list.

П	

Use an Eisehnower Matrix to help organize your to-dos.



For more information on time management strategies:

The Learning Center
Support Operations for Academic Retention (S.O.A.R.)

Address: Texas Tech University, Holden Hall, Room 80, Mail Stop 5020, Lubbock, TX 79409

Phone: 806.742.3664 Email: patrick.e.bohn@ttu.edu