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 todo 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"

