



WEEKLY TO DO LIST



COURSE NAME	WHAT I NEED TO DO THIS WEEK:	DAY	WHAT I NEED TO DO TODAY:
<u>Course #1</u>		<u>Sunday</u> Date:	
<u>Course #2</u>		<u>Monday</u> Date:	
<u>Course #3</u>		<u>Tuesday</u> Date:	
<u>Course #4</u>		<u>Wednesday</u> Date:	
<u>Course #5</u>		<u>Thursday</u> Date:	
<u>Course #6</u>		<u>Friday</u> Date:	
<u>Course #7</u>		<u>Saturday</u> Date:	



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WEEKLY TO DO LIST



YOUR WEEKLY TO DO LIST WILL HELP YOU CREATE DAILY GOALS FOR TASKS YOU NEED TO ACCOMPLISH. USE WITH YOUR SEMESTER GRID TO KNOW WHAT ASSIGNMENTS YOU HAVE COMING UP. USE WITH YOUR WEEKLY SCHEDULE TO KNOW WHAT DAYS YOU HAVE THE TIME TO COMPLETE YOUR GOALS.



01 WRITE

For each course, write down the work you need to do this week. Include things like e-mailing professors or going to office hours.



02 ASSIGN

Go through each task in the left column and assign it the day during which you will complete it.



03 USE

Use this list when you sit down to do your work each day.



04 UPDATE

Update it by crossing off items as you complete them and moving items you don't complete on their assigned day to another day.

- QUESTIONS TO CONSIDER -

What days do you want to go to office hours?
SI Sessions?

What days do you have the most time allocated for studying on your weekly schedule?

How do you prioritize your tasks? Due date? Difficulty?

Are there small but important tasks that you want to be sure you remember?

Do you have the time you need to be able to accomplish what you want? Be realistic.

