

# HOW TO MANAGE YOUR TO-DO LIST

- ✓ 1. Choose a medium: **digital or paper**
- ✓ 2. List all the things you need to accomplish in the next week

This list of items should be: **action-able**, and preferably, take **less than two hours** to complete

- ✓ 3. Be careful not to put too many items on your list! Limit the list to what can be done in a reasonable time frame
- ✓ **Organize** the items on your list according to priority and start with what is most important



# PRIORITIZATION...

Organize your list into three categories: **A**, **B**, **C**  
Train yourself to work through your to-do list  
by accomplishing **A-tasks** before **B-tasks**, and  
B-tasks before **C-tasks**



**A**

Items that are important, and have immediate negative consequences if they aren't completed **in the next few days**

This is your list of what you **MUST** do

Ex. Studying for a test next week



**B**

Items that are important, but are less urgent. These have negative consequences if they aren't completed **within the next few weeks**

This is your list of what you **SHOULD** do

Ex. Starting a term paper due in a month



**C**

Items that are less important, and not urgent. These do not have negative consequences if you do not complete them **in the next few months**.

This is your list of what you **COULD** do

Ex. Going shopping

**Review your to-do list daily**

**TIP:** Tie it to a morning ritual, for example checking your to-do list while having breakfast

