Making an Effective To-Do List

1. **ONGOING TO-DO LIST**
   This is a list of all the things you need to get done
   - Write down all your academic tasks that need to be completed
   - Be sure to include the due dates and value (%) of all tasks
   - Be concrete: Instead of "Study Math" write "Do math problems 1-10 on page 118 of textbook"

2. **PRIORITIZE**
   Prioritizing allows you to figure out what needs your attention now and what can wait
   - For each task on your ongoing to-do list, assign it a value of 1 to 4 (you can use each number more than once)

<table>
<thead>
<tr>
<th></th>
<th>Urgent (Due Date Soon)</th>
<th>Not Urgent (Due Date Later)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Important (High %)</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Not Important (Low %)</td>
<td>2</td>
<td>4</td>
</tr>
</tbody>
</table>
Every night you are going to re-prioritize your ongoing to-do list.

Your top 3-4 tasks get moved onto your daily to-do list for the next day.

Be sure to think about how much time you will have when picking your 3-4 tasks.

**FIVE TIPS FOR AN EFFECTIVE TO-DO LIST**

1. Always tackle the first thing on your list first.
2. Never put more than 3-4 tasks for each day.
3. Make your tasks **specific** and **measurable**.
4. Make your to-do list the night before.
5. Check tasks off as you complete them.

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