

# Effective To-Do List

## 1 ONGOING TO-DO LIST

This is 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)

	Urgent (Due Date Soon)	Not Urgent (Due Date Later)
Important (High %)	1	3
Not Important (Low %)	2	4

### 3 DAILY TO-DO LIST

This is your list of what you are going to get done TODAY

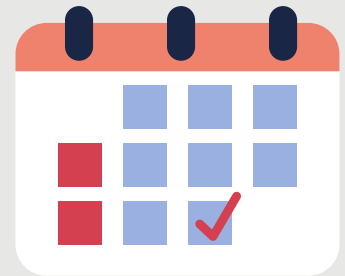
Every night you are going to re-prioritize your ongoing to-do list



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

Always tackle the first thing on your list first



Make your tasks **specific** and **measurable**.



Never put more than 3-4 tasks for each day



Make your to-do list the night before



Check tasks off as you complete them

