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: actionable, 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
4. Organize the items on your list according to priority and start with what is most important

LEARNING RESOURCES

McGill
PRIORITYIZATION...

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