Daily To-Do-List

1. ____________________________________________________________ □
2. ____________________________________________________________ □
3. ____________________________________________________________ □
4. ____________________________________________________________ □
5. ____________________________________________________________ □
6. ____________________________________________________________ □
7. ____________________________________________________________ □
8. ____________________________________________________________ □
9. ____________________________________________________________ □
10. ____________________________________________________________ □
11. ____________________________________________________________ □
12. ____________________________________________________________ □

☐ Make a To-Do-List every day
☐ Decide on tasks to be accomplished for the day. Be specific. Define exactly what you need to do.
☐ Break large tasks into smaller, more manageable chunks.
☐ Estimate time to complete each task. Be realistic.
☐ Use the A B C rating system to rank priorities. The purpose is to make the best use of your time, not to finish every item on the list.
   A - Highest priority
   B - Moderate priority
   C - Lowest priority
☐ List in priority order. Ask whether it’s feasible to complete all of the As as planned.

Example of Good To-Do-List
Reread chemistry, chapter 3, pp. 10-20 (A)
Review chemistry lecture notes from 2/13 & 2/15 (A)
Make flash cards of formulas (A)
Outline lab report (A)
Write lab report (A)
Type lab report (B)
Choose topic for English paper (B)
Read history, chapter 5, pp. 91-100 (B)
Go to bank (B)
Buy birthday card (B)