

Daily To-Do-List

Check when
completed

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 in to 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)