

How to Create a Daily To-Do List

Step 1

Create a monthly calendar listing all important events.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
					1 Little Joey's game	2
3	4 Math Lab HW2 due	5 Biology Test	6 Math HW3 due English- Chpt 2 due	7	8 Dinner with the Boss-7pm	9 Mom's B'day
10 Biol lab3 due	11 Math-Chpt 3 Exam	12 English-Rough draft due	13 Math HW due Fido's shots-3pm	14 School play 1pm	15 Mary's recital-11am	16
17 English paper due	18 Math HW Due	19 Biol paper due	20 Math HW due	21 Parent/Teacher conference 9am	22	23 Anniversary
24 Biol lab4 due Biology Test	25 Math HW Due Dentist 9am	26 Engl Journal due	27 Math HW due	28	29 Little Joey's B'day	30
31 English Test						

Step 2

Plan ahead. Look at the first week on the calendar below. Notice the different color circles around each event. Each of these events requires action in the previous days. The goal of planning ahead is to avoid 'cramming' or finishing assignments at the last minute. Continue to plan ahead for each event on the calendar. Remember to think of anything that may be needed for each event. For example, meeting with a group from your biology class may help you complete your biology lab homework. Going to the library may help when completing the biology paper. Visiting the Academic Support Center on campus could be just the thing for writing that paper or figuring out that problem.

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31 English Test						

Step 3

Now, it is time to fill in the calendar with the new information.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
				Start Math Lab HW2	1 Little Joey's game Study for biology test Schedule babysitter for the 8 th .	2 Study for biology test Finish Math lab HW2 Buy Mom's gift
3 Study for biology test Mail Mom's b'day gift	4 Math Lab HW2 due Start Math HW3 Review Biol	5 Biology Test Finish Math HW3	6 Math HW3 due English- Chpt 2 due	7	8 Dinner with the Boss-7pm	9 Mom's B'day
10 Biol lab3 due	11 Math-Chpt 3 Exam	12 English-Rough draft due	13 Math HW due Fido's shots-3pm	14 School play 1pm	15 Mary's recital-11am	16
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Step 4

Make a daily to-do list. This list will include the items from the calendar and any 'extras' that may arise. A daily to-do list for this calendar may look like the following:

Saturday-1st
 Go to Joey's game
 Schedule Babysitter
 Buy milk, bread, and cheese
 Mow the lawn
 Study for biology test

Once you have written down what needs to be done, prioritize. Decide what is most important to complete and what can wait if you run out of time. Check off completed tasks. Remember to add any missed items to the next day's list. On this list, what do you think can wait? Hint—it is not Joey's game or studying for the biology test.

So, Sunday's list may look like this:

Sunday-2nd
 Study for biology test
 Finish Math lab HW2
 Buy Mom's gift
 Mow the lawn

It takes practice and dedication to make a daily to-do list. However, the rewards are well worth it. Making a daily to-do list will keep you on track and ahead of the game!