

To Do Lists

Create a *To Do List* from the items on the *Semester at a Glance* handout. You can add to the list as new assignments come up in your classes.

It could look like this:

<u>To Do</u>	<u>Class</u>	<u>Due Date</u>	<u>Begin</u>	<u>Rank</u>
Lab report for 3 rd lab	BIO	9/23	9/18	B
Study for Psych exam tomorrow	PSYCH	9/17	9/16	A
Practice <i>GTA IV</i> chops				C

Use an A, B, C ranking to prioritize your list.

“**A**” items are the things that are going to get you closer to your stated goals, and you have to get them done today.

“**B**” items are things that are going to get you closer to your stated goals, and you need to get done, but not necessarily today.

“**C**” items are the things that often simply take up time and don’t get us closer to our goals.