“To Do” List for Today

*These are things you want or need to do on a specific day. You may find it helpful to create a way to prioritize\* these.*

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“To Do” List for the Week

*These are things you want or need to do during a specific week that may not have the same urgency as the items on your daily list. (You might add these to a daily list when it makes sense or when a deadline requires it.) You may also find it helpful to create a way to prioritize\* these.*

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“To Do” List for the Semester

*These are things you want or need to do during a particular semester that may not have the same urgency as the items on your weekly or daily lists. (You might add these to a weekly or daily list when it makes sense or when a deadline requires it.) You may also find it helpful to create a way to prioritize\* these.*

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\*For organizing priorities, check out Covey’s Time Management Grid at <https://ssa.utah.edu/tools-for-success.php> under Time Management - Organizing, Tracking, and Scheduling.