

Creating Daily To Do Lists

A daily to do list will help you to plan and achieve tasks over the course of a day. You should place all things you wish to accomplish in a day on this list. The list can be on a sticky note, index card, notebook paper, etc.

There are three important parts to creating an effective to do list: make a new list each day and see if items need to be broken down, prioritize items on the list, and find blocks of time to accomplish tasks on your To Do list. Let's look closely at each part.

On the back of this worksheet, list only items for tomorrow's *To Do List*

1. Break down items as necessary

If some items appear to be much bigger than others, you might need to break them down into smaller tasks. You do not want to simply list, "Write paper" as a To Do item. This is a task that definitely needs to be broken down so it is not overwhelming.

2. Prioritize each item

You will want to now prioritize each item you listed above using the following scale:

- Highest priority- These items need to be completed by tomorrow
- Medium priority- You want to complete these items, but it is okay if they are not completed today
- Lowest priority- Not important to have these completed tomorrow

3. Find blocks of time

Finally, you need to locate blocks of time when you can accomplish these items in their given priority. Remember, you will want to update a To Do list every day to help you best manage your time.

