TIME MANAGEMENT TOOL: THE TO-DO LIST

Making a to-do list for each DAY or WEEK will keep you on track with all of your responsibilities.

1. **MAKE AN EDUCATED GUESS.** Take the time to estimate the amount of time each task will take. Including this on your to-do list will help you plan your day.

2. **PRIORITIZE.** Your 10-page paper isn’t due until the end of the semester, but that doesn’t mean you can put it off. Make it a top priority to keep it from slipping off your radar.

3. **BREAK IT DOWN.** Break down larger tasks into smaller, more manageable tasks. Instead of, “Write 10-page History paper,” try “Find five, credible resources for History paper.” Checking off the smaller tasks will promote a sense of accomplishment and give you the motivation to keep going.

4. **REFLECT.** Towards the end of the day, review your to-do list. Identify tasks you didn't complete, and add them to the next day’s list.

**Add to your to-do list...**

- **Attend a MySuccess workshop next month.** *There are plenty to choose from.*
  - Time Management, Feb. 4
  - Get Geared for Grad School (Admissions and Personal Statements), Feb. 11
  - Financial Aid/Literacy, Feb. 13
  - Learning Styles, Feb. 18
  - ODU Resources on Your Mobile Device, Feb. 25

**WHAT ABOUT THE FUN STUFF?**

It’s important to plan your school/work responsibilities. Sure. But don’t forget the fun stuff too (working out, reading, time with friends, etc.). Planning for time to recharge is an important part of achieving success!