



PRIORITIZING TASKS WITH TO-DO LISTS

When you don't have a system for deciding what's most important, it's easy to fall into not using your time well and miss important things. The following are tips for prioritizing your tasks using to-do lists

MAKE A LIST OF YOUR TASKS

You can write it down on paper, a whiteboard, or on your phone. It's helpful to consider how long each step will take to complete.



CONSIDER IMPORTANCE VS. DEADLINES OR DUE DATES

To help in prioritizing what to do first, consider both how important a task is (e.g., percentage of your grade, something you value) and when it is due.

DO IMPORTANT TASKS WITH DEADLINE FIRST

Some activities may not have a deadline but are important to do next if they are important to you like going on a run or seeing your friends.

