# My Academic To-Do List

### Ongoing List:

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
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- ☐ _____
- ☐ _____
- ☐ _____

### Day #1:

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

### Day #2:

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

### Day #3:

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

References:

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# How to Make an Effective To-Do List

### Tackle the First Thing on Your List First:

Whatever you prioritized as your top goal should be accomplished first thing (before emails or other tasks). Don't let yourself get sidetracked by an easier task or one with a lower priority.

### Keep it Simple:

Don't give yourself more than 3 or 4 things to do each day. Too many things can become overwhelming. Instead, keep an ongoing list of things that have to get done and then prioritize 3 or 4 for each day.

### Write Down Your Tasks as Actions:

Instead of writing "Do reseach", write "research this topic using key words x,y,z". Writing tasks in this manner will turn your to-do list from absract tasks into concrete objectives.

## 5 Tips for an Effective To-Do List

### Make Your To-Do List the Night Before:

Organizing your to-do list the night before allows you to wake up with a sense of direction and will prevent you from wasting time trying to decide what needs to get done.

### Cross Off Tasks as You Complete Them:

Crossing off tasks is both satisfying and motivating! It allows you to recognize all that you have accomplished and then leave it behind as you move on your next task.

### Can't focus on what you planned to do because you are worried about the rest of the week/rest of the semester?

→ Do a mind dump!

1. Write down all the things swimming around your head that you need to get down, take no more than 5 minutes!
2. Place in a drawer or elsewhere and forget about it for now. Re-center on the to-do list you prioritized for today
3. Remember: This is NOT your to-do list. It is a mental release. Focus your energy on the tasks you decided earlier were most important for today.

### Are you spending a lot of energy avoiding something?

→ Add it to your to-do list and DO IT!

Is there a task you have been avoiding, to a point where the amount of energy you are spending on avoiding it is more than the amount of energy it would have taken to complete it?

Even if the task is something small, like picking up a gift for a friend's birthday, or emailing your professor, it is better to just get it done now so you can spend your energy elsewhere.