

Weekly To Do List

Academic Success Center

Course Name	What I Need To Do This Week:
Course 1	
Course 2	
Course 3	
Course 4	
Course 5	
Course 6	
Course 7	

Day	What I Need To Do This Week:
Sunday Date:	
Monday Date:	
Tuesday Date:	
Wednesday Date:	
Thursday Date:	
Friday Date:	
Saturday Date:	



Division of Student Affairs
**Academic Success
Center**



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Weekly To Do List

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Weekly To Do's

Create daily goals for tasks you need to accomplish. Use with your **Semester Calendar** to know what assignments you have coming up. Use with your **Weekly Schedule** to know what days you have the time to complete your goals.

Questions to consider

- What days do you want to go to office hours? SI sessions?
- What days do you have the most time allocated for studying on your weekly schedule?
- How do you prioritize your tasks? Due date? Difficulty?
- Are there small but important tasks that you want to be sure you remember?
- Do you have the time you need to be able to accomplish what you want? Be realistic.

1 Write

For each course, write down the work you need to do this week. Include things like e-mailing professors or going to office hours.

2 Assign

Go through each task in the left column and assign it the day during which you will complete it.

3 Use

Use the list when you sit down to do your work each day.

4 Update

Update it by crossing off items as you complete them and moving items you don't complete on their assigned day to another day.