THE UNIVERSITY OF QUEENSLAND
AUSTRALIA

Day Planner

Top tips to get your to do list started:

- break large tasks into achievable, specific chunks (e.g. 'find 6 sources on X'; 'write 3+ paragraphs on X' rather than 'work on assignment').
- include a variety of tasks to keep you motivated
- track your progress through the day ticking off tasks as you complete them
- accept that plans often don't go according to plan, so be flexible and use today's plan to plan for tomorrow!

TIME	STUDY TASKS	PRIORITY	✓
TIME	HOME LIFE TASKS	PRIORITY	✓
TIME	WELLNESS ACTIVITIES	PRIORITY	✓