

# Example Master To-Do List

Review course materials to organize all of your tasks for the week.

- At the beginning of each week, identify homework, assignments, and needed study time for each class.
- If necessary, break larger assignments into smaller tasks.
- Use the weekly planner to think about how much time you have each day. Then, create daily to-do lists to complete each task.

Class: <i>Bio</i>	✓	Class: <i>Bio Lab</i>	✓	Class: <i>Math</i>	✓	Class: <i>Eng.</i>	✓	Class: <i>Psych</i>	✓
<i>Preview Ch. 4</i>		<i>Pre Lab Quiz</i>		<i>Lab 1.5 hrs.</i>		<i>Read Articles</i>		<i>Preview Ch. 5</i>	
<i>Review Notes</i>		<i>Post Lab Report</i>		<i>Lab 1.5 hrs.</i>		<i>Submit Topic</i>		<i>Pre-Lec. Quizzes</i>	
<i>Ch. 3 HW Due Thurs.</i>				<i>HW 3.5 Due Wed.</i>		<i>Draft Outline</i>		<i>Review Notes</i>	
<i>Supplemental Instruction</i>				<i>Quiz Due Fri.</i>		<i>Schedule CxC Appt.</i>		<i>Outline Project</i>	
<i>FSS's for Test</i>				<i>Watch Ch. Videos</i>				<i>Begin Project</i>	

