

THE WEEKLY TO-DO LIST: ABC METHOD

**This week
I need to...**



**"A" items:
HIGH PRIORITY**
Very important, critical items, with close deadlines or high level of importance to them.

**"B" items:
MEDIUM PRIORITY**
Quite important over time, not as critical as "A" items, but still important to spend time on

**"C" items:
LOW PRIORITY**
Not crucial at this time, low consequences if left undone at this moment.

FRI			
THURS			
WED			
TUES			
MON			

TIME MANAGEMENT

DAILY SCHEDULE

TIME	SCHEDULE	DAILY TASK LIST
6-7am		
7-8am		
8-9am		
9-10am		
10-11am		
11am-noon		
12-1pm		
1-2pm		
2-3pm		
3-4pm		
4-5pm		
5-6pm		
6-7pm		
7-8pm		
8-9pm		
9-10pm		
10-11pm		
11pm-12am		

TIME MANAGEMENT: WEEKLY TASK SHEET

Daily Task Sheet for the Week of: _____

Sunday

Course	Activity/Task	Due Date	Time Est.

Monday

Course	Activity/Task	Due Date	Time Est.

Tuesday

Course	Activity/Task	Due Date	Time Est.

Wednesday

Course	Activity/Task	Due Date	Time Est.

Thursday

Course	Activity/Task	Due Date	Time Est.

Friday

Course	Activity/Task	Due Date	Time Est.

Saturday

Course	Activity/Task	Due Date	Time Est.

Goal Setting: SMART Goals

A SMART goal explains a behavior using the following components:

Specific	A SMART goal identifies a specific action or event that will take place.
Measurable	The description of a SMART goal and the outcome should be quantifiable.
Achievable	A SMART goal should be attainable given available resources.
Realistic	A SMART goal should require you to stretch some beyond your normal routine and regular abilities, but allow for Riley success.
Timely	A SMART goal should state the time period in which it will be accomplished.

Part 1: Write down 4 goals:

1. _____
2. _____
3. _____
4. _____

Pick one goal from above: _____

Part 2. Break it into smaller steps--remember these are measurable and attainable.

Step	Time Needed	Deadline

Part 3. What are resources, places and/or people who can help you achieve this goal?

Part 4. How will you know you have achieved this goal? What will it look like and what will it feel like?

PROCRASTINATION: CAUSES AND CURES

Causes

- Fear of Success or Failure: Some students worry so much about producing a perfect product that they wait until every drop of research has been done or every avenue explored. Others engage in elaborate preparatory or avoidance activities before beginning a task, such as deciding that all the dishes must be washed and put away before you start your paper.
- Overestimating the time left to complete a task: When your teacher assigns a research project the first week of school do you begin on it right away or wait? Many students think they have plenty of time, but fail to take into account the pile of other homework and life tasks they must manage during the semester.
- Underestimating the time required to complete tasks: Many students don't have a realistic concept of how much time it will take to look up sources, take notes, extract the information and formulate a paper. People with a poor concept of time also think they can drive a 30 minute trip in ten minutes.
- Believing that they must be in the mood to do a task: Delaying the start of a task until you are in the mood is a favorite among many students.
- Over-reliance on time-saving modern technology: If you've ever seen a procrastinator kick and scream at a copy machine or printer that's moving slower than they wish, you know what I mean.

Cures

- Change your flawed thinking to positive, realistic thinking: You can't wait until you're in the mood to finish important tasks; you must use positive self-talk to get yourself motivated.
- Set SMART Goals:
Specific
Measurable
Attainable
Realistic
Timely
- Prioritize and divide your tasks: Have you ever tried to consume a steak in one bite? Probably not. Neither should you expect to finish an academic project in one step. Put all your assignment due dates on a semester calendar along with test dates. Determine how many parts each assignment will take and work on one piece at a time.
- Organize your work area and tools before you begin: Resist the urge to clean your work space at this time-- that's just another procrastination tactic.
- Use a semester calendar and reminders to help you complete important tasks.
- Reward yourself when you finish on time.

TIME MANAGEMENT: DUE VS DO

FRI	Due:	To-Do:	Events:
THURS	Due:	To-Do:	Events:
WED	Due:	To-Do:	Events:
TUES	Due:	To-Do:	Events:
MON	Due:	To-Do:	Events: