

out discrepancies or patterns that you did not see.

93*0)#: . %%

Ideally, you should make a list each morning of everything that you want or need to do for that day. Do not plan out every minute and don't even think about which task is most important, just write them all down. Some people find it more helpful to list their "things to do" in 5 to 7 day groupings. In this way they can plan for longer projects and get a better sense of their week. Whichever method you choose, keep in mind that everyone has good and bad days. Don't hide if you don't accomplish everything, just include the uncompleted tasks to your next days list and get them done.

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After you have recorded these "things to do", go over the list and rewrite in priority order which things you need to do at the top and less important/pressing tasks at the bottom. Keep in mind due dates, commitments you have made, and whether or not these tasks involve other people. If the items are for class, it is important to consider how much of the final grade they are worth. How you choose to prioritize is a very personal matter. What is important is that you are responsible with your priorities. Review your personal goals-how do these priorities fit with your goals?

!5; . (' \$. %%

The last thing to do is to take this list and begin to work these "things to do" into your schedule. You cannot plan every minute of your day. Remember to leave room for breaks, socializing and those unexpected things re Q (1 (() -3 (e) T6 1