

Break apart your assignments/tasks by course and tie them to your syllabi. You can use these charts weekly or daily. If you chose weekly, consider working backward from the end of the semester to the present to organize your timeline.

Fill these columns out at the beginning of your day or week.		Fill this column in at the end of the day or week.
<b>Tasks I Need to Complete Today</b> Consider ranking these, with #1 as your top priority, and placing a time slot next to them.	<b>Tasks I Need to Work On</b> Examples: readings, papers, projects, reviewing, studying. Consider time slots here as well.	<b>Tasks I Completed</b> <i>This column is really important.</i> Even if you know what they are—write them down. It is important to see what you accomplished.