**To-Do List**

By keeping a To-Do List, you make sure that your tasks are written down all in one place so you don't forget anything important. It is different from a calendar where you schedule your action items on a particular day and time. Write down everything you need to get accomplished this week/month.

**Prioritizing tasks** requiresyou identify which items need immediate attention/ urgent attention (such as a paper due tomorrow) while others can save for a later date (such as a research paper due in 4 weeks).

From your To-Do List, mark items as **U-Urgent or I-Important.**

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| **U-Urgent I-Important** |  |
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