**Academic Skills Two-Part To-Do List Template**

# **Part 1: Empty the Junk Drawer List**

Make a list of all the tasks that come to mind.

# **Part 2: Mini To-Do Lists**

From your “empty the junk drawer” list, prioritize and map out tasks for different days of the week. Try your best to be honest and realistic. Try starting with an “easy win” and work on your toughest task during the time of day you feel most energized. If feeling overwhelmed and having trouble starting, break down tasks into small, specific steps (e.g., instead of “write essay”, try “read instructions, choose topic, find 3 sources”).

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| **Day** | **Tasks** |
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