## GENERAL TO DO/TASK LIST

Week	Of_	
Instr	ruct	cions:

This worksheet is designed to help you prioritize your academic and non-academic tasks on a weekly basis. With your syllabi and calendar as a guide, use this worksheet to delineate priorities and strategize about your essential tasks for the upcoming week. Once you've established the ideal deadlines for completing each task you can also transfer these deadlines to your calendar or a to do list app.

Academic Top Priorities	Completion Date
Academic Secondary Priorities	Completion Date
•	*
Non-Academic Top Priorities	Completion Date
-	•
Non-Academic Secondary Priorities	Completion Date
Additional Reminders	Completion Date