

Methods of Time Management - List Making

A lot of people find that making a list of important tasks that need to be completed on a daily, weekly and monthly basis is an effective time management technique. Making a list helps many people visually see the tasks ahead of them and brings a sense of accomplishment when a task is crossed off. Below are several different formats for list making, followed by tips for effective list making.

Daily List

First, write out all of the tasks that need to be completed throughout the day, listing everything from household to academic tasks.

Today I want to accomplish...

- Laundry
- Complete assignment 10 for English
- Walk my dog
- Clean Kitchen
- Respond to missed emails
- Read Chapter 13 for Earth Science
- Create Flashcards for Econ
- Call Mom

After writing the tasks that need to be completed today, then organize the tasks into similar categories, such as household, academic, career, and personal. Assign numbers to each task according to which is most important to least important.

Household	Academic	Career	Personal
7 - Laundry	1 - Assignment 10	6 - Respond to missed emails	5 - Walk dog
2 - Clean Kitchen	3 - Read Chapter 13		8 - Call Mom
	4 - Econ Flashcards		

Then complete your tasks IN ORDER throughout the day. Feel free to take a break or two in between tasks so the day can be balanced and productive without being stressful!

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- Set out a certain amount of time each day to make your list. This should be around the same time every day to create routine. For example, waking up and creating your list before breakfast, or completing your list for the following day before bed.
- Focus on the task at hand! Try to stick to one task at a time before moving to your less important tasks in the day so you can give each task the time it deserves!
- Sometimes life gets in the way and your list will not be finished by the end of the day. That is okay! Take a breath and realize that you can be proud of the tasks you did complete.
- Get a planner, notebook, journal, calendar or other designated place for your list so you can visually see your tasks, don't just keep them in your head!
- This format of list making can be modified for weekly or monthly lists as well.

Tips for List Making!

