

# How to Use the Templates

## Task Lists

**Use the Task Lists Template to plan what you need to do each week and when you plan to do it.**

1. In the Task List by Course, create a column for each of your courses and major commitments.
2. For each course and major commitment, write down the tasks that need to be done before the end of the week.
3. Use the Task List by Day to start planning when you will do each task.
4. Some students like to transfer their items from the Task List by Day to their Weekly Schedule.

	A	B	C	D	E	F	G
1	<b>Sample Task Lists</b>						
2							
3	<b>Task List by Course</b>						
4	<b>CHEM</b>	<b>MATH</b>	<b>BIOL</b>	<b>PSYC</b>	<b>History</b>	<b>Volunteering</b>	<b>Other</b>
5	study for quiz	problem set due Thursday	read Ch. 7	review notes	write Intro draft	put up posters	Alex's birthday!
6	read lab manual	TA office hours Tuesday	make cue cards for Ch. 7	post to discussion board	find 5 articles for paper	staff event	Call Mom
7	practice questions 7-12		project meeting	read Ch. 10	read Ch. 2	meet with Sam	buy boots
8	quiz Friday				TA office hours Monday		grocery shopping
9					read Ch. 8		
10							
11							
12	<b>Task List by Day</b>						
13	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>
14	HIST: write Intro draft	MATH: visit TA	CHEM: read lab manual	CHEM: study for quiz	CHEM: write quiz	Alex's birthday!	call Mom
15	HIST: visit TA	MATH: problem set	MATH: problem set	Volunteer: staff event	BIOL: read Ch. 7	buy boots	PSYC: read Ch. 10
16	BIOL: project meeting	HIST: read Ch. 2	PSYC: post to discussion board	CHEM: practice questions 7-12		grocery shopping	HIST: read Ch. 8
17	PSYC: review notes	Volunteer: put up posters				HIST: find 5 articles for paper	BIOL: make cue cards for Ch. 7
18		Volunteer: meet with Sam					