

To-Do List



Academic Coaching

Utilizing a daily to-do list is a great way to stay organized with schoolwork. When students rely on their working memory and multiple sources to keep track of their upcoming assignments, they typically feel stressed and are more likely to lose sight of their work. To-do lists eliminate this problem by tracking all the students' work onto one document while creating a simple system to stay organized. Some other benefits for creating to-do lists are experiencing less stress, having increased focus on their work and feeling an overall sense of accomplishment when checking items off the list of things they need to do.

Name: _____

Today's Date: ____/____/____

Class	Assignment/Task	Action Steps	Est. Time	Done?