

1. Break the things you have to do into categories: classes, personal vs. work, athletics, etc.

[**MyGuru’s**](http://www.myguruedge.com) **To-Do List Matrix**

|  |  |  |  |
| --- | --- | --- | --- |
| **Class or Topic** | **Today** | **This Week** | **This Month** |
| Pre-Calculus  2. For each bucket, write out the things you have to do today for sure… | * Do homework set #1 | * Do homework set #2 * Start mini project #1 – plan the approach | * Print out all tests from the semester, as well as the practice test, to begin preparing for the midterm. |
| English |  | 3. …by the end of the week… |  |
| Chemistry |  |  | 4…or just by the end of the month |
| Economics |  |  |  |
| History |  |  |  |
| Soccer team |  |  |  |
| Personal |  |  |  |

**Long Term Projects/Ideas**

5. Leave a separate area for longer term things you have on your mind as goals or aspirations, but which you aren’t addressing this month

* Need to start thinking about whether to go to graduate school
* Want to learn to play the guitar
  + Go buy a book on playing the guitar
  + Call a few music centers to discuss pricing and classes

**Final Thoughts on How to Use this To-Do List Tool**

* Be specific – each item on the to-do list should be easily identified as done or not done
* In general, items should move from right to left across the matrix, and should not get stuck in one column for an extended period of time…
* …moving something from left to right is actually fine, as it demonstrates a realization that any given item isn’t a priority in the near term for you
* **You can use this actual document, just go ahead and delete all of the “call out” notes.**

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