Creating Daily To Do Lists

Take 10 minutes at the end of your day to make a to do list for tomorrow. (Ten minutes in the morning to plan for the day ahead can work as well.) Below are a few helpful steps to follow when making a to-do list.

**Step 1** List all of the things you have in your mind that you need to do tomorrow.

**Step 2** Look at your quarterly plan to add any assignments or responsibilities that you may have forgotten.

**Step 3** Prioritize which of these things MUST get done first based on your commitments and values.

**Step 4** Consider times of the day each task might be best completed (referring to weekly calendar as necessary).

**Step 5** Carry to-do list with you throughout the day and refer to it regularly.