

How to Write a To-Do List

One of the best ways to deal with the extensive amount of work you may have is by creating a to-do list. The great thing about to-do lists is that you can design them however you want!

- Firstly, you'll want to decide whether you want your to-do list to be for the day or for the whole week. To-do lists are usually formatted through a table or through bullet points, but again you can design it however works best for you.

You might also want to decide whether you want to include deadlines or time frames on your to-do list; for example, telling yourself you will complete a certain task by 11:00 am or that you will start a particular task at 1:00 pm. Setting a to-do list, in accordance with the timeframes you've set, might help you to stay more productive. However, if you know you won't be able to stick to the time limits, it might be best to leave these out.

- Secondly, only write down your most important tasks! If you write down a ton of things that you need to do, some of which aren't important, it might make you feel overwhelmed. Having your most important tasks written down means that you will be more likely to stay on task and complete those ones first and not get distracted by other tasks. However, give yourself grace because you may still get distracted from time to time, even if you follow this principle!

- Thirdly, you'll want to break down your tasks into specifics. For example, if you've got an exam coming up, write on your to-do list what specifically you're going to study i.e., module 1, topic 2 etc. By specifying exactly what you need to focus on, you're less likely to get distracted!

- Lastly, schedule when you're going to create your list, whether that it is the morning or the night before. Some people may get stressed creating their list at night because they're aware of all of the work they need to-do the next day. So, figure out what works best for you. It may take some 'trial and error' but that's okay!

- Side tip: it may sound silly, but you could also write 'fun' things down on your to-do list too! Your to-do list doesn't have to be all the things you dread doing, you could even write down 'watch a movie', for example.

Remember: there is a no set way to write a to-do list: it's personal to you! These are only guidelines. You have to find what works for you, even if it's just a handwritten list on a sheet of scrap paper!



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Helpful Tips/resources:

- One way you can design your to-do list is through software such as Excel, or you can make it creative on a design app such as Photoshop or Canva. You can then decide whether you'd want to print it off so that you have a physical copy in front of you or whether you'd prefer to manage your list on your phone/computer.
- The 'reminders' app, that is available on Apple devices, is a great resource to manage tasks. You can set deadlines on there and tick off your task when you've completed it. You can also get set notifications to remind you to complete your tasks. Android phones don't have this exact app available, but you can verbally ask your Google assistant to set reminders for you. These will appear in the Google 'reminder' folder, which you can then tick off.
- You can also find some other great apps on the App Store/Google Play, that allow you to create to-do lists, if you'd prefer to manage them on your phone. A good one is 'To-Do List – schedule planner and To-do Reminders'.
- You can look up to-do list templates and examples on Pinterest, to help give you some inspiration and ideas for how you can design and organise your work.