Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SLS1101

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To-Do List

Time management is a troublesome area for students and professionals alike. One reason is that we lack large blocks of time in our daily schedules to tackle our responsibilities. Learning to use small segments of time is one key to accomplishing tasks and to mastering our time management problems.

For this assignment, spend some time brainstorming all the things you could do in the allotted time that relate to your **academic** life. Make your to-do lists specific to your courses. The more ideas you can generate, the higher your score. Use the back of the page if necessary.

1. In ten to fifteen minutes I could do the following items:
2. In 30-50 minutes I could accomplish the following items: