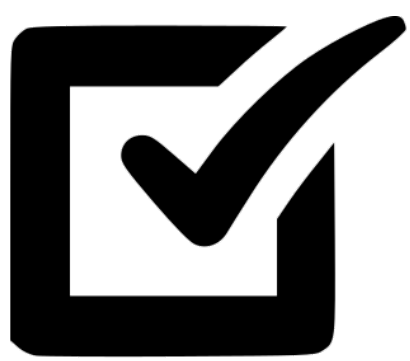


To-Do Lists

HOW TO MAKE THEM WORK FOR YOU

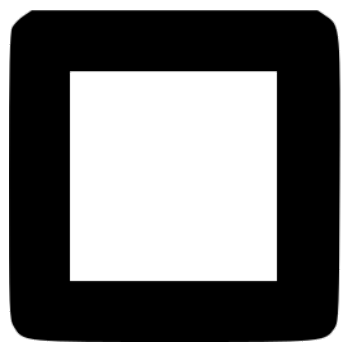
Staying on task, keeping yourself accountable, and remaining motivated all may be more challenging right now.

Here are some things to consider when making to-do lists:



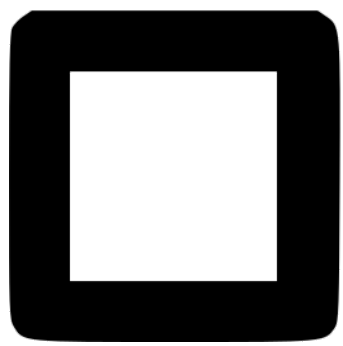
BREAK THEM DOWN

Break down major deadlines, assignments, projects, or tests into bite-size tasks that you can get done in smaller steps.



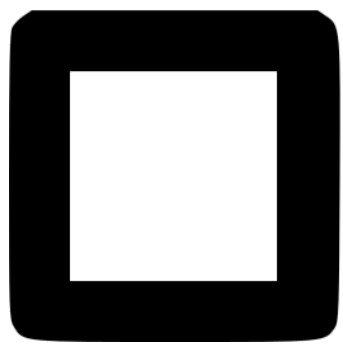
BE FLEXIBLE

Give yourself some wiggle room. Things come up you that are out of our control, you may run out of time in a day to get something completed, so make sure you can move things around.



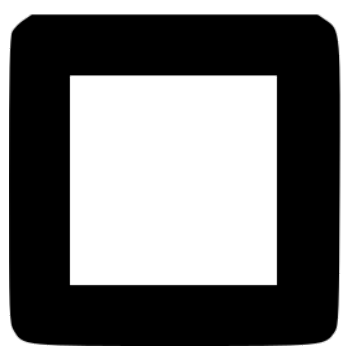
REWARD & MOTIVATE YOURSELF

*Set goals and reward yourself for accomplishing them!
Find your own incentives that allow you to motivate yourself.*



SCHEDULE BREAKS

A great to-do list has a balance between work and time off. Smaller chunks of focused work time mixed with time to relax can help with productivity levels!



COLOR CODE!

Make your lists look nice with color-coding as a way to organize tasks by subject, priority, deadline, etc. so you can easily see what needs to get done (and maybe be more excited to do it!)



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