



Task Planning and Prioritization

DAILY GOALS

<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

TO-DO LIST

High-Priority Tasks (Must Do Today)

Deadline

Estimated Time

<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			

Medium-Priority Tasks (Should Do Today if Possible)

<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			

Low-Priority Tasks (Can Do Today if Time Allows)

<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			

Ongoing/Recurring Tasks:

<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			

Planning ahead is the key to success in academics and beyond. By mapping out your goals and taking proactive steps, you empower yourself to optimize your time and reach your goals.

UPCOMING SCHOOL-RELATED TASKS

School-Related Tasks (Coursework, Upcoming Exams, etc.)	Deadline	Estimated Time
<div></div>		
<div></div>		
<div></div>		

UPCOMING PERSONAL TASKS

Personal Tasks		
<div></div>		
<div></div>		
<div></div>		

Task Prioritization

- **High-Priority Tasks:** These are the most important tasks with urgent deadlines. Focus on completing these first.
- **Medium-Priority Tasks:** These tasks are important but have slightly more flexible deadlines.
- **Low-Priority Tasks:** These are less urgent and can be tackled if you have extra time after completing high and medium-priority tasks.

Time Management Tips

- Break tasks into smaller, manageable chunks to make them less overwhelming.
- Use time-blocking techniques to allocate specific time slots for different tasks.
- Minimize distractions during dedicated work/study periods.
- Take short breaks to recharge and avoid burnout.

Progress Tracking

- Regularly mark complete tasks and update deadlines if necessary.
- Reflect on your daily accomplishments and adjust your plan for tomorrow.

Feel free to print and use this document to plan your daily tasks and stay organized as a student. Adapt it as needed to fit your unique needs and preferences, and remember to review and adjust your goals and priorities regularly to stay on track.