Brain On!
Study Smarter Not Harder

How to Make a To-Do Folder

Keeping track of everything you need to accomplish in a day can be overwhelming. Creating a to-do folder can help you organize your tasks and finish everything on time. All you need is a folder and post-it notes!

Helpful tips:

1. Write down only one item per post-it note and remember to write down the due dates!
2. When you are finished with a task, remove it!
3. Play around with different styles and customize it to your own personal needs. Do what works for you!

Basic to-do folder: Split up your folder into "ongoing to-do list" and "daily to-do list". Write down tasks/assignments that you have to do over the week and place it under "ongoing to-do". Each day, you can move over items based on priority and due date.	Ongoing To-Do List / Daily To-Do List / Priority
To-do by week: You can split up your work over the course of a week by placing course assignments on different days. It's also useful to arrange the post-it notes by priority.	M T W Th F Sat Sun
To-do by class: Split up the folder into sections for your classes. This method allows you to see the assignments that you have across all your classes. This helps you to know how to balance your work and prioritize based on due dates.	Class 1 Class 2 Class 3 Class 4 **OR** Class 1 Class 2 Class 3 Class 4
To-do by assignments: Split up the folder by type of assignments you have. This method is a useful reminder to continually work on papers/projects that have longer deadlines. This will help you avoid having due dates creep up on you!	HW/Reading Papers Projects Upcoming Exams
To-do by types of priorities: Split the folder into "academics" and "other priorities". This method gives you space to put post-it notes for club meetings, appointments, work, and other important events.	Academics Other Priorities

Adapted from "*The Plain and Simple To-Do Lists*" by Mary Jane Johnson, PCC, ACT