

Learning Tip:

How to Make To-Do Lists

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Why Make To-Do Lists

Some benefits of making daily to-do lists (and sticking to them!):

- ▶ Creates structure and commitment for your day.
- ▶ Clarifies what's urgent and/or important.
- ▶ Helps tackle procrastination.
- ▶ Saves willpower needed to stay on track when it becomes a habit.

How to Make To-Do Lists

- ▶ **Compile the list the night before:** This helps the mind grapple with how to accomplish tasks ahead of time.
- ▶ **Be realistic:** An impossible to-do list makes it hard to stick to the habit.
- ▶ **“Eat the Frog”:** Tackle the most challenging or unpleasant task first thing in the morning. This helps build momentum and confidence for the rest of the day.
- ▶ **Chunk tasks:** E.g., “Finish assignment” → “Finish Problems 1-3 on assignment”.
- ▶ **Try process-oriented items:** E.g., “Finish assignment” → “Work on assignment (2 Pomodoros)”.
- ▶ **Schedule non-work activities and breaks:** E.g., “Go for a walk”.
- ▶ **Schedule quitting time:** E.g., “Finish by 6PM”. Setting micro-deadlines helps with accountability. The reward of a free evening for completing all tasks also helps strengthen the habit and belief.