

## List Your Way to Success

Researchers who study the characteristics of successful people have found that organizational skills are a common characteristic. Successful people keep track of what needs to be done on the way to success; if you don't control your time or your life, something (or someone) else will.

### 1. Daily To-Do List

This type of list entails writing down what you need to do **day by day**. For example, you may use a notecard for recording your to do's, then check off each item as you complete it. This allows you to see your progress and accomplishments each day.

<u>Monday</u>
1. Ch. 6 calculus
2. p. 235-276 history
3. Wash clothes
4. Appointment Dr. Smith
5. Work 1 hour on chem. research paper
6. Date - 7 pm

<u>Tuesday</u>
1. Study psych quiz
2. p. 276-298 history
3. Chem lab 2pm
4. Calc homework due
5. Begin English essay
6. Work 1 hour on chem research paper
7. Basketball - 8pm

### 2. Priority List

This type of list involves recording what needs to be done **in order of importance or by due dates**. The most important or "first due" item is listed at the top and down to the lesser important items.

*Friday*

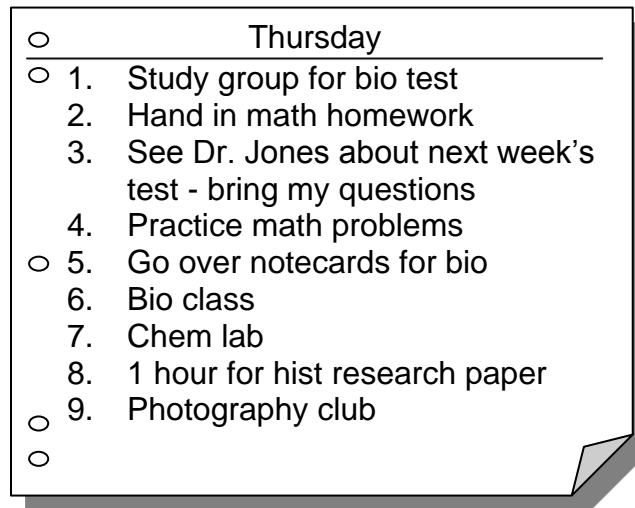
1. *Study group for bio. Test 8-9am*
2. *Hand in math homework 10am*
3. *See Dr. Jones about next week's test - bring my questions 11am*
4. *Practice math problems 11:30*
5. *Lunch - go over notecards for bio*
6. *Bio class 1pm*
7. *Chem lab 2pm*
8. *1 hr for hist. research paper 4pm*
9. *Dinner Photography club 5pm*
10. *Get a date with Karen*

Another version of a priority list includes what must be done *today*, what must be done *by date*, and what is *coming up* with due dates. These tasks could also be listed in order of importance or by deadline.

Must do today	Due by _____	Upcoming
<input type="radio"/>	_____	_____
<input type="radio"/>	_____	_____
<input type="radio"/>	_____	_____
<input type="radio"/>	_____	_____
<input type="radio"/>	_____	_____
<input type="radio"/>	_____	_____
<input type="radio"/>	_____	_____

### 3. Chronological List

This third type of list uses **time** to indicate when tasks need to be completed. This list can be kept on notebook paper but is done best using a calendar book available at bookstores and office supply stores.



Thursday

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1. Study group for bio test

2. Hand in math homework

3. See Dr. Jones about next week's test - bring my questions

4. Practice math problems

5. Go over notecards for bio

6. Bio class

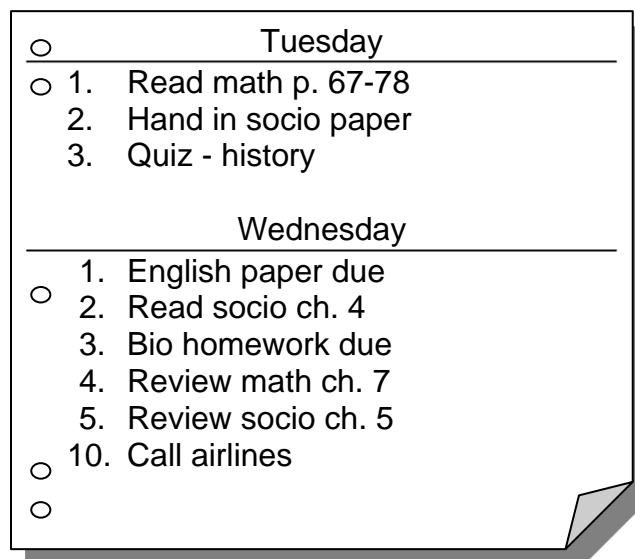
7. Chem lab

8. 1 hour for hist research paper

9. Photography club

### 4. Assignment List

Here, **assignments** are recorded just as you would tasks on a job after college. You may prefer to record assignments and due dates for a whole week instead of one day at a time.



Tuesday

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1. Read math p. 67-78

2. Hand in socio paper

3. Quiz - history

Wednesday

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1. English paper due

2. Read socio ch. 4

3. Bio homework due

4. Review math ch. 7

5. Review socio ch. 5

10. Call airlines





## 5. Weekly Calendar Book

One of the most effective, easy, and popular methods of tracking and completing tasks involves the use of a weekly calendar book. These are available at bookstores and offices supply stores. When open, a whole week is displayed before you. This way it is easier to see what is coming up ahead!

Below is an example of a weekly calendar book.

Monday Feb 2, 1999	Tuesday Feb 3, 1999	Wednesday Feb 4, 1999	Thursday Feb 5, 1999	Friday Feb 6, 1999	Saturday Feb 7, 1999
8 _____	8 _____	8 _____	8 _____	8 _____	8 _____
9 _____	9 _____	9 _____	9 _____	9 _____	9 _____
10 _____	10 _____	10 _____	10 _____	10 _____	10 _____
11 _____	11 _____	11 _____	11 _____	11 _____	11 _____
12 _____	12 _____	12 _____	12 _____	12 _____	12 _____
1 _____	1 _____	1 _____	1 _____	1 _____	1 _____
2 _____	2 _____	2 _____	2 _____	2 _____	2 _____
3 _____	3 _____	3 _____	3 _____	3 _____	3 _____
4 _____	4 _____	4 _____	4 _____	4 _____	4 _____
5 _____	5 _____	5 _____	5 _____	5 _____	5 _____
6 _____	6 _____	6 _____	6 _____	6 _____	6 _____
7 _____	7 _____	7 _____	7 _____	7 _____	7 _____
8 _____	8 _____	8 _____	8 _____	8 _____	8 _____
9 _____	9 _____	9 _____	9 _____	9 _____	9 _____
10 _____	10 _____	10 _____	10 _____	10 _____	10 _____
11 _____	11 _____	11 _____	11 _____	11 _____	11 _____
12 _____	12 _____	12 _____	12 _____	12 _____	12 _____
<b>To Do</b>	<b>To Do</b>	<b>To Do</b>	<b>To Do</b>	<b>To Do</b>	<b>Sunday Feb. 8, 1999</b>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Adapted from: Congos, Dennis H. (2011) *Starting Out in Community College*. Chicago, IL: McGraw-Hill

WEEKLY CALENDAR BOOK				WEEKLY CALENDAR BOOK	
<b>Monday Feb 2, 2001</b>	<b>Tuesday Feb 3, 2001</b>	<b>Wednesday Feb 4, 2001</b>		<b>Thursday Feb 5, 2001</b>	<b>Friday Feb 6, 2001</b>
8 chem class	8 study math	8 chem class		8 study math	8 chem class
9 redo chem notes	9 "	9 redo chem notes		9 "	9 redo chem notes
10 english class	10 wash clothes	10 english class		10 grocery shop	10 english class
11 read literature	11 bio class	11 read literature		11 bio class	11 read literature
12 lunch	12 "	12 lunch		12 "	12 lunch
1 photo club	1 lunch	1 review chem		1 lunch	1 review chem
2 review chem	2 review math	2 "		2 review math	2 "
3 "	3 "	3 review lit. notes		3 "	3 review lit. notes
4 review lit. notes	4 biol class	4 work study		4 biol class	4 work study
5 supper	5 "	5 "		5 "	5 "
6 relax	6 supper	6 supper		6 supper	6 supper
7 review bio. notes	7 relax	7 relax		7 relax	7 party nite
8 relax	8 review chem notes	8 review math notes		8 review chem notes	8 "
9 "	9 relax	9 relax		9 relax	9 "
10 "	10 "	10 "		10 "	10 "
11 to bed	11 to bed	11 to bed		11 to bed	11 "
12 "	12 "	12 "		12 "	12 "
<b>To Do</b>	<b>To Do</b>	<b>To Do</b>		<b>To Do</b>	<b>To Do</b>
Oil & lube car	Clean the room	Take the dog to vet		Groceries	
Form study group in bio.	Molly's birthday	Letter to Tommy		Deposit check	
Drop off photos	Pick up photos				
					
					<b>Sunday Feb. 8, 2001</b>

### Myths about Lists and Schedules

1. **I can't do what I need to do if I schedule everything.** You decide what to include in your schedules and lists. A schedule contains only what you put there. It is a tool for keeping track of what you need to do instead of leaving important tasks to memory, mood, or chance. Schedules are tools that increase chances for success.
2. **I don't like to schedule my life.** You can choose to schedule your life intentionally or by chance...a mixture is even better! But, for school specifically, which way will most likely help you reach your goals quicker? A list helps you keep better track of what needs to be done, helps you get it done, and moves you toward your goals.

Adapted from: Congos, Dennis H. (2011) *Starting Out in Community College*. Chicago, IL: McGraw-Hill