

Master To Do List of Class Assignments

From (date) __ / __ to __ / __

Class: _____	Date Due	Priority #	✓	Class: _____	Date Due	Priority #	✓	Class: _____	Date Due	Priority #	✓

Class: _____	Date Due	Priority #	✓	Class: _____	Date Due	Priority #	✓	Class	Class day(s) of the week	Class time

Directions to fill out this form:

• In the **bottom right-hand box**, list all the classes you are currently taking with the day(s) and times of each class.

• For each class, **choose a set of boxes** to list recent assignments and the due date.
(see example -->)

• Once you have written out the current assignments for all your classes, prioritize which assignments need to be done first, second, third, etc with regards to ALL of your classes. Put a number next to each assignment to show the needed order of completion.

• Check off each assignment when you have completed it

• You DO NOT have to list all of your assignments for the entire semester on one sheet.

Often times, it is clearer to list the assignments due only within the next few weeks or a month. This makes it easier to prioritize what you need to get done and by when. This is why the space for dates at the top of the sheet is blank so that you can choose a timeframe that is manageable for you with how far ahead you need to think about your assignments.

Any questions on how to fill out this sheet or on managing your assignments, please see a tutor in the MWCC Academic Support Center.

Example:

Class: _____	Date Due	Priority #	✓
Intro speech	23-Sep	1	✓
read chapter 1 and 2	25-Sep	3	
draft of first essay	15-Oct	5	
read chapter 3	19-Oct	7	
group project part 1	25-Oct	8	