

To-Do Lists

“The secret of your future is hidden in your daily routine.”

- M. Murdock

1. What type of To-Do list do you feel most comfortable using?

2. Get set-up with your to-do list method. Ask your Learning Coach to help if you need to. (Download the app to your phone, print-out the pages to use, buy a notebook, or create an online account.)
3. No matter what day it is (school or no school) make a to-do list for your day that doesn't have to do with school. Think about the things you need to accomplish. Big and small. Get started adding items to your list so that you can cross them off. Do you have chores to include, practices or games to attend, friends to contact? Add these items to your list. Then as you do them – cross them off. You won't always need to add every little thing but starting this way will help you to create good habits – both in list-making and accomplishing tasks.
4. Now that you are familiar with how to use your to-do list, create a list for your next school day. Look at your calendar for the day – What needs to be accomplished? List your items out (Reading assignments, online assignments, worksheets, graded assignments, etc) Do not simply write or type “*Do math*” instead try these:
 - Complete online lesson 2-1.
 - Complete worksheet problems 1-10
 - Study for quiz 2-1
 - Take quiz 2-1

You only have so many hours, minutes, and seconds in a day. Learning to use them wisely is a skill that can take a lifetime to master, but one you can never start too early. It is our hope that working through these Skillset Building sessions will empower you to approach each day with more confidence and feel better about tackling your academics this year. *Be careful* – because once you learn how to manage your time wisely, you will be surprised at how much you get done in a day and how many more things you are able to schedule! 😊

Remember we are always available to review your tools, your plan and your approach to your studies. Our academic Success Coaches have helped thousands of students succeed in the online learning environment. They have great ideas and suggestions. Feel free to contact the **iCad Academic Coaching Team** with any questions or concerns you may have. You can reach them at **855-652-3925**.