



University Tutorial Center  
John F. Kennedy Library, Palmer Wing 1039  
(323) 343-3971



## Make Your Own DAILY THINGS TO DO LIST

DATE: \_\_\_\_\_

- | Priority | Do By |       |
|----------|-------|-------|
| 1.       |       | _____ |
| 2.       |       | _____ |
| 3.       |       | _____ |
| 4.       |       | _____ |
| 5.       |       | _____ |
| 6.       |       | _____ |
| 7.       |       | _____ |



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| 7.       |       | _____ |

## Directions

Print as many pages as you need. Cut out the four 3" X 5" things-to-do sheets. Staple the 3" X 5" things-to-do sheets together at the top, right corner to create a tablet.

If a things-to-do list works for you, you might consider purchasing 60- to 80-page 3" X 5" tablets.