**Too Much To Do, and So Little Time: How to Organize Your Schedule and Tackle Your To-Do List**

1. Look at your monthly calendar or scheduler.
2. Fill in major due dates for assignments, deadlines, and appointments.
3. Ask yourself: How much time do I have to work on or prepare for these tasks before their deadlines? Write down the number of hours/days/weeks/months you have to finish each of these tasks.
4. Ask yourself: How much time do I need to devote to preparing for or working on these things, to make sure I finish by the deadline? Write down your estimate (best guess) for each task.
5. Look at your free/open times on your calendar, and block out times to work on what you need to get done.
6. Ask yourself: What do I need (e.g., tools, skills, information, or social support) in order to meet these goals? Write down what you need. Which of these things will be easy to get? Which will be harder to get?
7. How can I get the things (e.g., the tools, skills, information, or support) I need to finish these tasks? Who can help me get and use what I need to finish what I have to do?