

## Planning for Academic Success: Weekly To-Do List

Completing a weekly to-do list using tasks and notes from your calendar will help you to prepare for each week and make a plan for success. Using your completed monthly calendar, make a weekly to-do list to think ahead and keep yourself on track. Modify as necessary based on any changes.

Month/Year: \_\_\_\_\_

Week	High Priority Tasks	Low Priority Tasks
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Adapted from CU Boulder Arts and Sciences Academic Coaching