Daily To-Do List

Date *Tue, Oct 6, 2026*

Top 3 first. Estimate every task. Move what is left at the end of the day.

Hours available today: *4 h* **Hours planned (sum of estimates):** *3 h 40 m*

Top 3 – do these first

			EST.
1	☑	*Submit STAT 101 problem set 4 (due 11:59 pm)*	*90 m*
2	☑	*Send revised Q4 newsletter draft to Priya*	*45 m*
3	☐	*Call dentist and book a cleaning*	*10 m*

Other tasks

		EST.
☑	*Pay electricity bill online*	*5 m*
☑	*Buy groceries for three dinners*	*40 m*
☐	*Reply to landlord about lease renewal*	*15 m*
☐	*Run one load of laundry*	*15 m*
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Done today

- *Problem set 4 submitted at 9:40 pm*
- *Newsletter draft sent, Priya replied*
- *Bill paid, groceries done*

Move to tomorrow

- *Dentist call – office closed at 5 pm*
- *Reply to landlord (needs lease dates)*
- *Laundry*

Notes

Lease ends Nov 30 – find the renewal email before replying.

Work To-Do List

One row per task. Every task gets an owner, a date, and a next status.

Week of *Oct 5, 2026*

Done	Task (start with a verb)	Owner / stakeholder	Due	Priority	Status	Notes / next step
☑	*Finalize Q4 newsletter copy*	*Jordan - review: Priya*	*Tue 10/6*	*High*	*Done*	*Legal line added*
☐	*Pull September email metrics*	*Jordan*	*Wed 10/7*	*High*	*In progress*	*Export from email tool*
☐	*Brief designer on webinar banner*	*Jordan + Sam*	*Wed 10/7*	*Medium*	*Waiting*	*Sam back Wed*
☐	*Update product page FAQ*	*Jordan - SME: Alex*	*Thu 10/8*	*Medium*	*Not started*	*Get 3 questions from support*
☐	*Schedule Oct 15 webinar reminders*	*Jordan*	*Fri 10/9*	*High*	*Blocked*	*Needs banner first*
☐	*Send weekly status note*	*Jordan to team*	*Fri 10/9*	*Medium*	*Not started*	*Use checklist*
☐	*Clean up CRM tags*	*Jordan*	*–*	*Low*	*Parked*	*Revisit Oct 12*
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Status key: Not started · In progress · Waiting (on someone) · Blocked (on something) · Done · Parked (not this week)

Priority: High = a date or a person depends on it this week · Medium = this week, flexible · Low = can wait

Student Assignment To-Do List

Week of *Oct 5, 2026*

List every assignment the day you get it. Estimate time, then work back from the due date.

Done	Course	Assignment	Due	Est. time	Start by
☑	*STAT 101*	*Problem set 4 (chapter 5)*	*Tue 10/6*	*1 h 30 m*	*Mon 10/5*
☐	*ENG 102*	*Essay outline + thesis*	*Thu 10/8*	*1 h*	*Wed 10/7*
☐	*STAT 101*	*Read ch. 6, pp. 142–171*	*Thu 10/8*	*1 h*	*Wed 10/7*
☐	*ENG 102*	*Peer review for 2 classmates*	*Fri 10/9*	*45 m*	*Thu 10/8*
☐	*STAT 101*	*Study for quiz 3*	*Mon 10/12*	*2 h*	*Sat 10/10*
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Total estimated hours this week: *6 h 15 m*

"Start by" = due date minus the time you need, plus one buffer day for anything over an hour.

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Filled example (fictional)

To-Do Checklist

For repeatable jobs: same steps, same order, every time. Tick each step only when it is verified.

Checklist name: *Monthly newsletter send checklist* **Date:** *Tue, Oct 6, 2026*

Before

	Step (write it so anyone could check it)	Checked by	Date
☑	*Copy approved by Priya*	*JR*	*10/6*
☑	*Legal line added under the offer*	*JR*	*10/6*
☑	*Every link clicked and working*	*JR*	*10/6*
☑	*Subject line and preview text set*	*JR*	*10/6*
☑	*Audience: active subscribers only*	*JR*	*10/6*
☑	*Test sent to Gmail, Outlook, iPhone*	*JR*	*10/6*

During

	Step (write it so anyone could check it)	Checked by	Date
☑	*Scheduled for Wed 10:00 local time*	*JR*	*10/6*
☐	*Watch first-hour bounces*		
☐			
☐			

After

	Step (write it so anyone could check it)	Checked by	Date
☐	*Check bounces and replies after 24 h*		
☐	*Log open and click rates in metrics sheet*		
☐	*Note one change for next month*		
☐			

Notes – what to change next time

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