

List Your Way to Success

Researchers who study the characteristics of successful people have found that organizational skills are a common characteristic. Successful people keep track of what needs to be done on the way to success. If you choose to be successful, use one of the following techniques for listing your way to success.

If you don't control your life something or someone else will

1. Daily To- Do List

This type of list entails writing down what you need to do **day by day**. For example, you may use a notecard for recording your "to do's, then check off each item as you complete it. This allows you to see your progress and feel a sense of accomplishment each day.

Monday

1. *Ch 6 Calculus*
2. *Pp. 235-276 history*
3. *Laundry*
4. *CH Pre-lab*

Tuesday

1. *Study Ch quiz*
2. *Pp. 276-298 history*
3. *Calc Hwk due*
4. *Basketball 8 pm*

This type of list involves recording what needs to be done **in order of importance or by due dates**. The most important or "first due" item is listed at the top and down to the lesser important items.

3. Chronological List

This third type of list **uses time** to indicate when tasks need to be completed. This list can be kept on notebook paper but it is done best using a calendar book available at campus bookstores and office supply stores.

Tuesday

1. Study group for Bio test
2. Hand in Calculus homework
3. Meet with History Professor about next week's test--bring my questions.
4. Lunch
5. Biology class
6. Calculus Lab
7. Attend Calculus M*A*S*H session
8. Dinner
9. Ballroom dancing

4. Assignment List

Here, assignments are recorded just as you would tasks on a real job after college. You may prefer to record assignment and due dates for a whole week instead of one day at a time.

Tuesday

1. Read Calculus pp 67-78
 2. Hand in History paper
 3. History Quiz
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Wednesday

1. Biology paper due
2. Read History Chapter 4
3. Calculus test

Below is an example of one college student's calendar book filled in.

Mon. Feb 2, 2001	Tue.. Feb 3, 2001	Wed. Feb 4, 1999	Thu. Feb 5, 2001	Fri. Feb 6, 2001	Sat. Feb 7, 2001
8 chem class	8 Study math	8 Chem. Class	8 Study math	8 Chem. Class	8 Sleep in
9 Redo CH notes	9 " "	9 Redo ch notes	9 " "	9 Redo ch notes	9 Sleep in
10 english class	10 Wash clothes	10 English class	10 Grocery shop	10 English class	10 Review lit
11 read lit.	11 Bio class	11 Read lit.	11 Bio class	11 Read lit.	11 "
12 lunch	12 " "	12 Lunch	12 " "	12 Lunch	12 Lunch
1 photo club	1 Lunch	1 Review chem.	1 Lunch	1 Review chem.	1 Aerobics
2 review chem..	2 Review math	2 " "	2 Review math	2 " "	2 Basketball
3 " "	3 " "	3 Review lit.	3 " "	3 Review lit	3 "
4 review lit. notes	4 Bio class	4 Work study	4 Bio class	4 Work study	4 "
5 dinner	5 " "	5 " "	5 " "	5 " "	5 Dinner
6 relax	6 Dinner	6 Dinner	6 Dinner	6 Dinner	6 "
7 review bio.	7 Relax	7 Relax	7 Relax	7 Party night	7 "
8 relax	8 Review ch notes	8 Review math	8 Review chem.	8 " "	8 Date w/ Homer
9 "	9 Relax	9 Relax	9 Relax	9 " "	9 "
10 "	10 "	10 "	10 "	10 " "	10 "
11 to bed	11 To bed	11 To bed	11 To bed	11 " "	11 "
12 "	12 "	12 "	12 "	12 " "	12 "
To Do	To Do	To Do	To Do	To Do	Sun. Feb 8, 2001
Oil & lube car	Clean room	Take the dog to vet	Groceries		
Form study group in bio	Molly's birthday	Letter to Tommy	Deposit check		
Drop off photos	Pick up clothes				
Call Dad—tuition					

Myths about lists and schedules

1. Time schedules *restrict you*. Ridiculous! How can something restrict you that you control 100%?
2. *I can't do what I need to do if I schedule everything*. Absurd! You decide what to include in your schedules and lists. A schedule contains only what *you* put there. It is a tool for keeping track of what you need to do instead of leaving important tasks to memory, mood, or chance. Schedules are tools that increase chances for success.
3. *I don't like to schedule my life*. Silly! You can choose to schedule your life every minute of every day intentionally or by chance. Which way will help you reach your goals quicker? A list only helps you keep better track of what needs to be done, helps you get it done, and moves you toward your goals much faster and more successfully.