

Academic Success Center  
Northern Arizona University

**To Do List**

Today's Date:

<b>Activity</b>	<b>Estimated Time</b>	<b>Priority (High, Moderate, or Low)</b>	<b>Completed</b>

**NOTE:** High Priorities are those activities that cannot be postponed or there will be negative consequences, or activities that must be completed before other activities can be started/ completed. Moderate Priorities are those activities that should not be postponed past today, but should only be completed after High Priority activities are completed. Low Priorities are those activities that would be nice to get done today but could be postponed without negative consequences and should be started only once high and moderate priorities have been completed.