My Plan for Finishing the Semester

1. Make a "To Do" list of all the things you have to do between now and the end of the semester. The list

   should include academic work like papers, projects, finals, social obligations, and any moving tasks. 2.

2. Assign a priority to each item according to importance.

3. Write the date each item is due and transfer that date to your personal calendar.
4. Make a plan for accomplishing each item and set up a time schedule for accomplishing the plan.

Priority Ranking	To Do	Date Due