**Task Management**

Homework to-do-list

* English reflection
* Read chapter 5 of class 104
* read chapter 11 of class 103
* cheer practice

Usually I use task management to determine what homework assignments I need to get done and which ones I should complete first. For example in the sample above I show a list of things going from most important to least important. I do this because some assignments are due later than others. I determine when all of my assignments are due and for example if one of them was due in the next day or so it would go first on the list. I also determine which goes first on how long I think the assignment will take me to finish. For example if the assignment will take me longer to do I will usually put it first so that I can get it over with. So in my list I have English paper first then once I have that done I go onto my reading of both of my cls classes and also cheer practice as this is an everyday routine to have my cheer practice in there. This task management list helps me to become more aware of what I really need to get done instead of doing other things that don’t necessarily need to get done, and have myself getting distracted. Usually if I do not have a list it is harder for me to stay organized and focused which leads to me doing other things and procrastinating.