

Daily Task Worksheet

NEED TO MAKE A LIST OF TASKS THAT NEED TO BE DEALT WITH ACROSS THE WHOLE WEEK.

- * Using the information about assignments, long term projects, weekly chores, etc. . .list out what tasks you know need to be completed on what days.
- * Once this information is listed, the student then needs to develop a plan for the night's studies.
- * Remember the focus is to help them anticipate what needs to be done not only today, but also in upcoming days to learn that putting something off until tomorrow may mean that tomorrow's tasks may not get done.
- * Mark with a: ★ the highest priority items; ✓ moderate priority; ○ lowest priority items
- * Predict the amount of time each task will take.

| Monday | Tuesday | Wednesday | Thursday | Friday |
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