# Due and To-Do

### Due – Adjective

1. Satisfying a need, obligation, or duty 2. Having reached the date in which something is required

At the beginning of each semester, you receive a course syllabus from your professors. Indicated in the syllabus are assignment due dates.

Due dates refer to the day and time in which the assignment must be completed and submitted.

Due dates are deadlines.

### Do – Verb

1. To carry out
2. To perform or execute
3. To be engaged in the study or practice of

To-dos refer to what you need to get done. These can be a list of the assignments, tasks, or actions required. Creating a to-do list can help you stay organized and enhance your productivity. Your list can also consist of the smaller steps within a larger assignment to ensure you remain on track and eliminate potential procrastination. Something to consider when making your list is how long it will take for you to complete each item. Both due dates and to-dos should be written down, referenced, and modified as needed. You can look ahead to see what is due and create your to-do list accordingly.

Some items to consider:

• Can the assignment be broken into smaller, more manageable to-dos?

• How long will each of your items take?

• When do you have an appropriate amount of time available to work on these items?

• When do you need to start on the to-do items in order to have it completed by the due date?

## Event – Noun

1. A noteworthy happening 2. A social occasion or activity

Your events and additional time commitments should also be taken into consideration. These include student organization meetings, work, and social gatherings. These are likely to take place during a scheduled date, time and location. By participating in events, you eliminate the time in which you could work on your to-do list. Be sure to manage your time around these occasions.

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| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|---|---|---|---|---|---|
| Due: | Due: | Due: | Due: | Due: | Due: | Due: |
| To-do: | To-do: | To-do: | To-do: | To-do: | To-do: | To-do: |
| Events: | Events: | Events: | Events: | Events: | Events: | Events: |

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