

Time Management: Due vs. Do

When students see an upcoming due date it could be helpful to consider what all needs to get done before that due-date. How can an assignment be broken up into smaller tasks (to-dos)? How long will each of those tasks take? What days of the week do you have time to complete those to-do items? When do you need to get started on a to-do list in order to meet the assignment due-date?

Due

Due is an adjective that describes something as required and scheduled. At the beginning of a semester, professors tend to distribute a course syllabus that include information such as grading policies, office hours, and a schedule of assignments and exams. The dates listed in a syllabus are due dates for assignments. Due-dates are the planned days and times that an assignment is required to be completed. In other words, due dates are deadlines, and all required work necessary to complete an assignment must have happened prior to this date.

It is necessary for students to keep record of these due dates. However since due-dates don't determine when action will be taken, it is also important for students to consider when they will spend the time prior to the due-date in order to actually complete these assignments.

Do

Do is a verb meaning to perform an action; achieve, complete or accomplish something. Therefore to-dos are the stated steps, tasks, or actions that need to be done. Writing out lists of tasks that need to be completed can help people stay organized and be productive. To-do lists can help students lay out the smaller steps it will take to complete a given assignment. Something to consider when making a to-do list is how long it will take you to complete a specific task. You can then look at the days ahead of the due-date and see when you have the available time to complete the tasks necessary.

Time Management: Due vs. Do

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATUDAY
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:

If you want to break down and prioritize your to- do lists, use the table below.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
What is due today?	What is due today?	What is due today?	What is due today?	What is due today?	What is due today?
To Do #1:	To Do #1:	To Do #1:	To Do #1:	To Do #1:	To Do #1:
Time Est:	Time Est:	Time Est:	Time Est:	Time Est:	Time Est:
To Do #2:	To Do #2:	To Do #2:	To Do #2:	To Do #2:	To Do #2:
Time Est:	Time Est:	Time Est:	Time Est:	Time Est:	Time Est:
To Do #3:	To Do #3:	To Do #3:	To Do #3:	To Do #3:	To Do #3:
Time Est:	Time Est:	Time Est:	Time Est:	Time Est:	Time Est:
To Do #4:	To Do #4:	To Do #4:	To Do #4:	To Do #4:	To Do #4:
Time Est:	Time Est:	Time Est:	Time Est:	Time Est:	Time Est: