Time Management with the Personal Plan

What makes a personal plan different from a To-do list and why do you need it? The difference is quite simple: To-do lists show all your pending tasks, but they are not sorted out by importance. This makes it difficult to set priorities and to get started. The personal plan, on the other hand, is a tool that allows you to keep track of your pending tasks, as well as showing you the importance of each task. In doing this, you are more likely to commit to completing the tasks.

The trick to completing your tasks is to create concrete (SMART) goals and to determine the time needed for each of them. Also, make sure you reward yourself after finishing the tasks, since it will give you an additional motivation boost.

TO-DO LIST (List the tasks)	My Priorities	My goals, including the deadline (when do I have to complete it?) and duration	☑	Reward (How do I reward myself for succesfully completing it?)	Follow-up (Did it work well? Why or why not?)
Read the text for seminar (A)	⭐ ⭐ ⭐	On Wednesday at 9 am, I will read the first 20 pages of my text. By 11:30 am I will have completed writing down all the important points.		... at 11:30 am, I meet my friend for ice cream before we go to class together.	
Finish the task for the tutorial	⭐	On Tuesday, first thing in the morning at 9 am, I will take two hours to work on the task for the tutorial.		... after that, I will check my Instagram and browse the internet a bit.	
Read the text for seminar (B)	⭐ ⭐	On Thursday from 10 am to 12:30 pm, I will read the remaining 20 pages of the text and write down all the important points.		... then I will go to the swimming pool.	
...					

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