Daily To-Do List (p. 42) - A schedule showing the tasks, activities, and appointments due to occur during the day.

Daily To-Do List – A list that shows tasks planned to do daily.

Master Calendar (p. 42) - A schedule showing the weeks of a longer time period, such as a college term, with all assignments and all activities noted on it.

Master Calendar - A schedule that shows planned assignments and activities over a longer period.

Priorities (p.36) - Tasks and activities that one needs and wants to do, rank-ordered from most important to least important.

Priorities - Things that one values to be done first

Procrastination (p. 48) - The habit of putting off and delaying tasks that need to be accomplished.

Procrastination - Putting off tasks until the last second.

Time Log (p. 35) - A record of how one spends one’s time.

Time Log - A record showing how someone spends their time.

Weekly Timetable (p. 42) - A schedule showing all regular, prescheduled activities due to occur in the week, together with the one-time events and commitments.

Weekly Timetable - A schedule that shows planned appointments and activities due weekly.