Due and To-Do

College life comes with a wide mix of responsibilities—assignments, activities, deadlines, and personal commitments. To stay organized and reduce stress, it helps to sort everything on your calendar into three main categories: Due, Do, and Event. Understanding the differences between them can improve how you plan your time, avoid last-minute rushes, and manage competing priorities.

DUE - adjective
Something that must be submitted, turned in, or completed by a specific deadline.

Examples:
- Research paper due by Friday at 11:59 PM
- Online quiz due Thursday night
- Financial aid form due March 1

What to consider:
- Don't just track due dates—work backward to plan time to do the task.
- Group related due dates together to avoid deadline overload.
- Use reminders a few days before to avoid last-minute panic.

DO - verb
An action you need to take to prepare for, complete, or follow up on something. These are the work steps—not the final product.

Examples:
- Study for a biology exam
- Meet with a study group
- Write an outline for an essay
- Email a professor about a question

What to consider:
- Do's often get forgotten if they're not scheduled—write them in your planner just like events.
- Break big projects into smaller do's to make progress more manageable.
- Make time for thinking, revising, and editing—not just writing the final draft.

EVENT - noun
A fixed-time commitment that happens at a specific time and place (in-person or virtual).

Examples:
- Class from 1:00–2:15 PM
- Academic advising appointment
- Campus workshop
- Club meeting

What to consider:
- Events take up space in your day, so plan do's and due items around them.
- Arrive prepared—check if you need to bring anything or complete prep work.
- Protect time before and after key events for travel, reflection, or recovery.

By clearly separating tasks into Due, Do, and Event, college students can avoid confusion, better prioritize their time, and reduce unnecessary stress. Try using this framework when building your weekly planner, creating to-do lists, or reviewing your syllabus.

Use the table on the next page to organize your Dues, Do's, and Events. Feel free to make copies of this worksheet for future organization.

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
DUE:							
TO-DO:							
EVENTS:							