**Do you prefer to:**

Complete tasks early

Complete tasks last minute

Create a detailed plan

Go with the flow

Complete big tasks first

Complete small tasks first

Use digital tools

Write things out by hand

**What tools will you use to track tasks:**

Daily Planner

Monthly Calendar (written)

Online Calendar

To-do lists (written)

To-do list app

Sticky Notes

Alarms on phone

Other:

|  |  |  |
| --- | --- | --- |
| **Daily Tasks** | **Weekly Tasks** | **Big Events** |
|  |  |  |