A to do list with a visible next action

Student Wyckoff · My Day · 2026-10-25

A useful to-do list records a commitment and a next action you can recognise. Keep appointments in a calendar and put flexible work on the list. Choose a few tasks that fit the time left today, rather than treating every captured idea as a promise for today.

The table contains original examples for study, work and reading. Replace the dates and estimates with your own. A check mark means you have the stated result. If you are waiting for someone, record the person and follow-up date instead of repeatedly copying the task to tomorrow.

1. Capture the task, then write the smallest observable next action with a verb.

2. Estimate the minutes, check fixed appointments, and give the task a realistic place in the day.

3. At the review, record what actually finished. Delete an irrelevant task, choose a new date, or reduce the next step when capacity changes.

Task	Next action	When and estimated minutes	Done or evidence
Prepare for a test	Answer five practice questions and check the errors	26 Oct 2026, 16:00, 25 minutes	Five checked answers
Send an invoice	Check the totals and send the PDF to the agreed contact	26 Oct 2026, 17:00, 15 minutes	Sent copy recorded
Read a chapter	Read ten pages and write one question	26 Oct 2026, 19:00, 20 minutes	One question in the reading note

https://studentwyckoffshop.app/blog/2026-10-25/realistic-daily-plan#task-list-template