

## ToDo list (to stay motivated)

### Three effective steps for daily motivation, learning planning and effective time management

1. Write down five concrete and realistic projects that you want to have implemented by tomorrow evening. It is most effective if you write the project list in the evening for the next day, due to the positive effect on sleep.

*Example: Concrete does not mean "Tomorrow I will study for six hours", but e.g. "By tomorrow evening I will have transferred topic X into 10-15 index cards"*

2. For each project, imagine how it will feel when you successfully complete it. What are the positive feelings that will accompany it? Write this down with your project.

*Example: When I have completed a mind map on the subject matter tomorrow, I will feel relieved because I will have gained clarity on how the topic is structured.*

3. In the coming days:

Keep projects that you have not completed on the list. However, the list should never contain more than five items. If a project remains on the list repeatedly, replace it with a small first step towards it.



In this blog post you will find a field report on the method with further examples:

<http://www.blog.uni-goettingen.de/de/die-vorhabenliste/>