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**Daily To-Do List: Week of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Monday** | **Tuesday** | **Wednesday** |
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| **Thursday** | **Friday** | **Saturday** |
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| **Sunday** | **Weekly Goals/Notes** |
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**Steps to Prioritizing Tasks**

**STEP 1: Write a “To-Do” list itemizing all of the tasks that you need to accomplish**

**STEP 2: Rank or order the items on your list by prioritizing their importance (using Methods 1 or 2 below)**

**Method 1: The ABCs of Daily To-Do’s**

**Label each task with an A, B, or C, according to below:**

**A: Most important tasks (e.g. complete an assignment that is due tomorrow)**

**B: Important tasks but not as urgent as ‘A’ (e.g. study for a test next week)**

**C: Does not require immediate attention (e.g. make an appointment for a haircut)**

**Method 2: Using a “Time Matrix”**

**The Time Matrix method considers both urgency and importance of a task and consists of 4 quadrants. Prioritize your tasks on your To-Do list from A (most important and urgent) to B (not urgent but important) to C (urgent but not important) and D (not important and not urgent).**

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