

Daily To-Do List: Week of

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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).

