

THE “ABC” TO DO PRIORITY SYSTEM

****While a weekly schedule is a general picture of the week, a daily “To Do” list is a list of tasks to be completed each day.**

****Keep a “To Do” list every day. Write everything you want to accomplish on one sheet of paper, on an index card, or in a separate notebook or even on a calendar. Regardless of what you use to write your “To Do” list, it must be something you carry with you.**

****Write down your “To Do” list the night before or the first thing every morning. Then rate each task by priority. One way to do this is to label each task by a, b or c.**

A= Those things that are most important: jobs that must be done immediately: things that lead directly to your goals.

B= Tasks that are important, but not as urgent; they can be postponed.

C= Small easy tasks that do not require immediate attention.

****Use your list to keep yourself on task and working on your A’s.**

****As you complete tasks, cross them off the list—a visible reward.**

****At the end of each day, evaluate your performance. Look for A’s you didn’t complete. Look for B’s and C’s that keep ending up on lists. Maybe they should become A’s or maybe you should just remove them from your list altogether.**

****To practice this principle, fill in the attached “To Do” sheet. Then, rate your priorities. Cross out each task as it is completed. I will collect this sheet at the beginning of our next class.**