

Things To Do List

1. Assign a priority rating to each item:

- A) Urgent and very important
- B) Urgent but not as important
- C) Needs to be done today
- D) Needs to be done by (specify time or date)
- E) Something to remember but not a priority at this time

2. Number your items in the order you want to try and accomplish them

3. Remember to tick them off when they are done

Priority	Number	Description	Tick when done