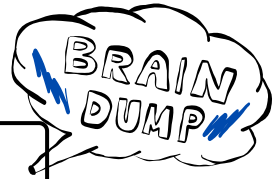


# TIME MANAGEMENT: A.B.C. TO-DO LIST

Do you have a lot to do this week and don't know where to start?

Try using an A.B.C. TO-DO list.

First, go ahead and do a mind-dump of everything you need to do.



Now you are going to place the items from your mind-dump into the appropriate boxes below. To apply the A.B.C. method to your weekly to-do list, each task you have on your TO-DO list will have different priorities: A, B or C.

  
week of: \_\_\_\_\_  
\_\_\_\_\_

**"A" items**  
HIGH PRIORITY

Very important.  
Must do.  
Tight deadline.

**"B" items**  
MEDIUM PRIORITY

Important over time  
but not as critical as  
"A" items.

**"C" items**  
LOW PRIORITY

Not crucial at this time.  
Low consequence if left  
undone at this moment.

|           | <b>"A" items</b><br><u>HIGH PRIORITY</u> | <b>"B" items</b><br><u>MEDIUM PRIORITY</u> | <b>"C" items</b><br><u>LOW PRIORITY</u> |
|-----------|--|--|---|
| Monday    |  |  |   |
| Tuesday   |  |  |   |
| Wednesday |  |  |   |
| Thursday  |  |  |   |
| Friday    |  |  |   |
| Saturday  |  |  |   |
| Sunday    |  |  |   |