

ABCs of daily to-do lists

To do lists & prioritizing

- Make your list for the next day the night before
- Rate each item with a priority
- Check your list multiple times per day, re-prioritize as needed
- Cross off things as you complete them
- Cards work well or create digitized lists
- Calmly return to your A/1st priority list continuously during the day
- At the end of the day, evaluate your performance.

A - 1st priority tasks

- Most important
- Must done now, or
- Must be done soon
- Directly lead to your mid-, short- and long- term goals
- Schedule these first

B - 2nd priority tasks

- Not as pressing as A tasks
- Can postpone if necessary
- They may become A – 1st list priorities

C - 3rd priority tasks

- Often small tasks
- Fit them in when there is a hole during our daily schedule
- Often have no deadline
- Some C-priorities may never get done