

# To-Do List with Priorities



Identifying which *priority category* each task on your to-do list falls under will help you with achieving your goals. Being realistic about the *level of importance* of each task can prevent you from becoming overwhelmed and, instead, keep you on track with what really needs to get done.

Priority Levels: **A** = urgent, must do today   **B** = important, do today or tomorrow   **C** = will be urgent later; don't forget this!

THINGS TO DO TODAY: _____					
		DAY	DATE		
Category	Level (A, B, C)	Task		Est. Time Needed	Done?

