

# GET YOUR PRIORITIES STRAIGHT

## To Do List

Write down everything you have to do,  
in no particular order

| Task    | Date Due |
|---------|----------|
| ● _____ | _____    |
| ● _____ | _____    |
| ● _____ | _____    |
| ● _____ | _____    |
| ● _____ | _____    |
| ● _____ | _____    |
| ● _____ | _____    |

## Priority List

Based on due date and importance  
rewrite each task in order of priority.

| Task      | Date Due |
|-----------|----------|
| 1 ● _____ | _____    |
| 2 ● _____ | _____    |
| 3 ● _____ | _____    |
| 4 ● _____ | _____    |
| 5 ● _____ | _____    |
| 6 ● _____ | _____    |
| 7 ● _____ | _____    |

## It Can Wait List

Write down items that are coming up but don't need to be done today or tomorrow. These items are still important but perhaps not the most important right now. These may move to the priority list in the future.

|         |         |
|---------|---------|
| ● _____ | ● _____ |
| ● _____ | ● _____ |
| ● _____ | ● _____ |
| ● _____ | ● _____ |
| ● _____ | ● _____ |
| ● _____ | ● _____ |
| ● _____ | ● _____ |

## All About Me List

What two things can you do today that will make YOU happy.

|         |
|---------|
| ● _____ |
| ● _____ |