Priorities Worksheet

Struggling to decide what to complete first? Try out the priority worksheet below.

Step 1: List Your Tasks

Write down everything you need to do:

Task 1:

Task 2:

Task 3:

Task 4:

Task 5:

Task 6:

Task 7:

Task 8:

Step 2: Prioritize Your Tasks

## Place each task in one of these categories.

### Example:

|  |  |  |
| --- | --- | --- |
| **CATEGORY** | **WHAT TO DO** | **TASK #** |
| **Do Now** | Important **AND** Urgent | 1,5 |
| **Schedule to Do Later** | Important but **NOT** Urgent | 2,4 |
| **Ask for Help** | Not Important **BUT** Urgent | 3 |
| **Eliminate or Delay** | Not important **AND NOT** Urgent | 7,8 |

Step 3: Plan Your Time

## Reorganize your tasks from Step 2 in order of priority. Assign deadlines and track completion.

### Example:

|  |  |  |  |
| --- | --- | --- | --- |
| **TASK:****List the tasks in order** | **COURSE:** | **DEADLINE:** **Assign a deadline** | **COMPLETE: Yes/No** |
| **Task 1**: Graphic organizer | MA101 | Today 11:00am | Yes |
| **Task 2:** Pre-discussion Post 7 | BU231 | Today 11:20am | Yes |
| **Task 3**: Pre-discussion post 8 | BU231 | Wednesday July 10th |  |
| **Task4:** Term Paper conclusion | EC106 | Friday July 12th |  |
| Task 5: |  |  |  |

Helpful Reminders:

* Important = affects your goals or well-being
* Urgent = has a deadline or needs to be done soon
* Ask for help if you feel overwhelmed
* It’s okay to delay tasks that aren’t urgent or important

Try the Template Below:

1. List the Tasks you need to complete:

Task 1:

Task 2:

Task 3:

Task 4:

Task 5:

Task 6:

Task 7:

Task 8:

2. Assign task priority:

|  |  |  |
| --- | --- | --- |
| **CATEGORY** | **WHAT TO DO** | **TASK #** |
| **Do Now** | Important **AND** Urgent |  |
| **Schedule to Do Later** | Important but **NOT** Urgent |  |
| **Ask for Help** | Not Important **BUT** Urgent |  |
| **Eliminate or Delay** | Not important **AND NOT** Urgent |  |

3. Reorganize your tasks from Step 2 in order of priority. Assign deadlines and track completion:

|  |  |  |  |
| --- | --- | --- | --- |
| **TASK:**  List the tasks in order | **COURSE:** | **DEADLINE:** Assign a deadline | **COMPLETE:** Yes/No |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| 7 |  |  |  |
| 8 |  |  |  |
| 9 |  |  |  |
| 10 |  |  |  |
| 11 |  |  |  |
| 12 |  |  |  |
| 13 |  |  |  |
| 14 |  |  |  |
| 15 |  |  |  |
| 16 |  |  |  |
| 17 |  |  |  |
| 18 |  |  |  |
|  |  |  |  |