Prioritizing your Tasks

Use this worksheet to organize and prioritize your tasks for the day or week. Write down your assignments, readings, household chores, and other responsibilities. For larger projects, like essays, break them into smaller, manageable steps and list each one individually. To help you decide what to tackle first, label each task with A, B, C, or D, based on factors such as deadlines, task difficulty, and the amount of time required to finish it.

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| **Importance (A,B,C,D)** | **Task** | **Done (Yes/No)** |
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