

Task List

Use the following list to help you set your priorities for the up-coming week.

First, make a list of tasks that require time from your life.

Second, estimate the amount of time you need for each task.

Third, prioritize each task, using an A, B, C system.

A = necessary or urgent

B = important but not necessary or urgent

C = not necessary or urgent

Fourth, schedule these tasks on the weekly planner.

Priority	Estimated Time Needed
____ Sleeping	_____
____ Eating	_____
____ Hygiene/Self Care	_____
____ Laundry/Cleaning	_____
____ Grocery Shopping/Cooking	_____
____ Exercise	_____
____ Commuting	_____
____ Work for Pay	_____
____ Internship/Volunteering	_____
____ Extracurricular Clubs/Activities	_____
____ Spiritual/Religious Activities	_____
____ Seeing Friends & Socializing	_____
____ E-mail	_____
____ Talking on the Phone	_____
____ Watching TV	_____
____ Attending Class	_____
____ Study Time Class #1	_____
Reading _____	Working Problems _____
Research _____	Writing _____
Other: _____	Other: _____
____ Studying Class 2	_____
Reading _____	Working Problems _____
Research _____	Writing _____
Other: _____	Other: _____
____ Studying Class 3	_____
Reading _____	Working Problems _____
Research _____	Writing _____
Other: _____	Other: _____
____ Studying Class 4	_____
Reading _____	Working Problems _____
Research _____	Writing _____
Other: _____	Other: _____
Other: _____	_____