

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:	_____