

The Importance of Prioritization

The following are two methods of improving your organizational skills for effective prioritization and time management.

To Do List

Date: _____

Write down all the things you need to get done today, with no regard for order.

- | | |
|----|-----|
| 1. | 6. |
| 2. | 7. |
| 3. | 8. |
| 4. | 9. |
| 5. | 10. |

ABC Rank-Order Method

In column A, list all the things you must get done as soon as possible. In column C, list all the things that you would like to do but that are not essential. In column B, put everything else:

A	B	C
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Now try organizing your list of things to do in the important v. urgent matrix:

		Importance	
		<i>Low Importance</i>	<i>High Importance</i>
Urgency	<i>High Urgency</i>	III. A. _____ B. _____ C. _____	I. A. _____ B. _____ C. _____
	<i>Low Urgency</i>	IV. A. _____ B. _____ C. _____	II. A. _____ B. _____ C. _____

Then begin to work on the tasks in the following order:

I. A. _____

B. _____

C. _____

II. A. _____

B. _____

C. _____

III. A. _____

B. _____

C. _____

IV. A. _____

B. _____

C. _____