

Daily Prioritizer and Planner: Your To-Do List

Consider the 80/20 rule on page 82 as you use this form to prioritize your tasks and schedule your daily activities. On the left side, write down the tasks you want to accomplish during the day. Then enter those tasks in the “Activity” column, focusing on urgent and important tasks first. Also make sure you include your maintenance and committed activities. Check off your tasks on the left side once they are completed. At the end of the day, see what tasks did not get accomplished and, if need be, include them on tomorrow’s to-do list.

	Time	Activity
Urgent	12:00–1:00 a.m.	
	1:00–2:00	
	2:00–3:00	
	3:00–4:00	
	4:00–5:00	
	5:00–6:00	
Important	6:00–7:00	
	7:00–8:00	
	8:00–9:00	
	9:00–10:00	
	10:00–11:00	
	11:00–12:00 p.m.	
Ongoing	12:00–1:00	
	1:00–2:00	
	2:00–3:00	
	3:00–4:00	
	4:00–5:00	
	5:00–6:00	
Trivial	6:00–7:00	
	7:00–8:00	
	8:00–9:00	
	9:00–10:00	
	10:00–11:00	
	11:00–12:00	