**Prioritized To-Do List (Traditional Method)**

1. List all the tasks you would like to complete, don’t worry about the order yet.

1. Rank how important each task is (1 being most important & 4 being least important)
2. Focus on completing the #1 tasks first and then move onto the next. Revise your list and rankings as you need.
3. Optional: indicate when you would like to complete the task by (i.e.: tomorrow, Wednesday, March 10)

|  |  |  |
| --- | --- | --- |
| **Task** | **Importance**  **(1 most - 4 least)** | **Do by…** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |