Priorities Task List

Use this worksheet to prioritize your tasks for today or this week. Consider which items have the most urgent deadlines and/or are your most important tasks right now. Be sure to complete these "Must Dos" before any other items. List important tasks that aren't due immediately under "Should Do." Under "Could Do," list tasks that aren't due soon or might be less important but that you'd like to work on if you have the time. Check off each task as you finish it.

Must Do	✓
1.	
2.	
3.	
4.	
5.	
Should Do	✓
1.	
2.	
3.	
4.	
5.	
Could Do	✓
1.	
2.	
3.	
4.	
5.	