To Do List for Tomorrow

| Item | Priority |
|---|----------|
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| 1 Write down own this case would like to account in to more | |

- 1. Write down everything you would like to accomplish tomorrow.
- 2. Next, prioritize this list by placing one of the following letters next to each item:
 - A Highest priority. Getting these items done tomorrow is very important.
 - B Medium priority. You would really like to finish / accomplish these things, but they can wait if you run out of time.
 - C Lowest priority. Getting these items done tomorrow is not very important.
- 3. Now think about when you will have blocks of time to devote to each of these items, making sure you take care of the 'A' items first and the 'C' items last.

Do this exercise daily: it is an effective way of managing your time.