



First step, write down everything you need to do this week:

<b>Important Things This Week</b>	
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Next, pull from the above inventory of important things from your week and prioritize in boxes below applying the ABC method. Each task on your to-do can be categorized by priority level.

Week of:	"A" items are HIGH Priority which needs immediate attention. These are very important and critical items that have deadlines.	"B" items are MEDIUM Priority which are important but not as critical. These need time but have a longer timeline.	"C" items are LOW Priority which are not critical and can be left unfinished at this time.
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			