## **To-Do List with Priorities**



Identifying which *priority category* each task on your to-do list falls under will help you with achieving your goals. Being realistic about the *level of importance* of each task can prevent you from becoming overwhelmed and, instead, keep you on track with what really needs to get done.

Priority Levels: **A** = urgent, must do today **B** = important, do today or tomorrow **C** = will be urgent later; don't forget this!

THINGS TO DO TODAY: DAY DATE				
Category	Level (A, B, C)	Task	Est. Time Needed	Done?
academics	В	Meet with research librarian for GOVT paper	30 mins	
self-care	А	Go to the gym	1 hour	✓

Adapted from: "The To-Do List," The Learning Center at UNC-Chapel Hill

Academic Coaching | American University | Appointments: auacademiccoaching.youcanbook.me