



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?

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