Priorities Worksheet: A,B,C,D

Use this worksheet to help you prioritize tasks for the week (or the day). List assignments, readings, chores, and other responsibilities. Break down larger projects – such as papers – into smaller tasks and list each one separately. Circle A, B, C or D in front of each item to help you prioritize, considering due dates, difficulty of task, and length of time needed to complete task.

Importance	Activity or Task	√(Done)
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