

1. At the beginning of each day write at the top of the page what you want to accomplish that day
2. Take those items and place them in Category A, B, C or D
3. Category A is for the things that you ABSOLUTELY must do that day
4. Category B is for the things you BETTER do that day
5. Category C is for the things you COULD do that day
6. Category D is for the things that seemed like a good idea when you put them on your list, but things you DON'T have to do that day
7. Start again the next day and sometimes the things that were in C and/or D category end up moving to A or B and then sometimes "they just go away" because they weren't important at that time anyway.

List 6-10 things you would like to accomplish today:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

Category A: Absolutely Must Do

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Category B: Better Do

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Category C: Could Do

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Category D: Don't Do

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_