PRIORITIZING TASKS WORKSHEET

CONQUEREACHNEWDAY.COM

IMPORTANT AND URGENT **DO IT NOW**	**IMPORTANT BUT NOT URGENT** **SCHEDULE IT**
URGENT BUT NOT IMPORTANT **DELEGATE IT**	**NOT IMPORTANT NOT URGENT** **DUMP IT**

CODES: R = RED O = ORANGE Y = YELLOW G = GRAY

MY TO DO LIST

CODE	TASKS TO PRIORITIZE