

Daily Prioritization List

This document is intended to help categorize/prioritize your daily to-do list activities. The urgent and important tasks are your most prioritized and pressing to-dos. Your important and less urgent tasks are tasks that can be scheduled to complete at a later time. Urgent, but less important tasks are to-dos that can be delegated to others. Lastly, less urgent and less important tasks are tasks that can be eliminated to limit time wasting.

Sunday

	Urgent	Less Urgent
Important	•	•
Less Important	•	•

Monday

	Urgent	Less Urgent
Important	•	•

Less Important	•	•
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Tuesday

	Urgent	Less Urgent
Important	•	•
Less Important	•	•

Wednesday

	Urgent	Less Urgent
Important	•	•

Less Important	•	•
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Thursday

	Urgent	Less Urgent
Important	•	•
Less Important	•	•

Friday

	Urgent	Less Urgent
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Important	•	•
Less Important	•	•

Saturday

	Urgent	Less Urgent
Important	•	•
Less Important	•	•