PRIORITIZED TO-DO LIST

INSTRUCTIONS
Prioritized to-do lists are lists of tasks necessary to achieve goals. These goals might be specific targets, or they may simply be the efficient administration of your day. By ordering these tasks by importance, you effectively prioritize your to-do list.

PRIORITIZED TO-DO LIST		
Status	Priority	Task

Status

√   Task completed
χ   Task cancelled
→   Task moved forward

Priority

A Must do
B Important to do
C Would like to get done