

Weekly To-Do List with 'The ABC Method'

First, go ahead and do a mind-dump of EVERYTHING you need to do:

This week, I need to...	
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Now, you are going to pull from the above 'mind-dump' inventory and place them into the appropriate boxes below. We're going to apply the ABC Method to a Weekly To-Do List. Each task you have on your to-do list will have different priorities: A, B, or C :

Week of:

"A" items:

"B" items:

"C" items:

HIGH PRIORITY

MEDIUM PRIORITY

LOW PRIORITY

Very important, critical items, with close deadlines or high level of importance to them.

Quite important over time, not as critical as "A" items, but still important to spend time on

Not crucial at this time, low consequences if left undone at this moment.

Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			